

RSO Financial Services

Travel Quick Sheet

If your organization has an account with RSO Financial Services or funding through the RSO Program/Opportunity fund, we can assist you with making travel arrangements and having them paid for through the account. This prevents students having to pay for their travel and then wait to be reimbursed.

Hotel Arrangements:

- Make your arrangements with the hotel. They might ask for a credit card to hold the reservation. A member of the group would need to provide this if it is requested.
- Let the hotel know that the University will be paying for the accommodations on a University Credit Card. Since the card will not be with the group at check in, the hotel will need to fax a 3rd party authorization form to RSO Financial Services, Attention: Susan Worrell. The fax number is 309-438-5167.
- Email Susan Worrell the information regarding your hotel arrangements to saworre@ilstu.edu. You will need to provide the name of the hotel, reservation number, the name the reservation is under, the dates of the stay, how many rooms there are and the names of all students staying in the room(s).
- Have your advisor email Susan Worrell saworre@ilstu.edu giving approval for the hotel expense.
- Once all the information and the form are received, the reservation will be switched to the University credit card. The room charge & tax will be paid for directly.
- Upon the groups return to the University – the receipt for the room(s) must be turned into RSO Financial Services within 3 days. Receipts can be dropped off or mailed to Campus Box 2640.

Airfare

- There are two ways to do airfare and have it be paid for directly from the account.
 - o Contact Susan Worrell with your desired flight information. Please send dates of travel, desired departure/arrival times, airport you wish to fly into as well as any time constraints to avoid. We can then check with our travel agent to see what kind of deal they can put together.
 - o Find the desired flights through the airlines website or through travel sites such as Travelocity or Orbitz. Email the information to Susan Worrell. The full legal names of each traveler as well as date of birth need to be provided. RSO Financial Services can then purchase the tickets with the University credit card.

Registration Fees

- Turn registration forms into the RSO Financial Services Office and either a check can be sent or the University credit card can be used.

Rental Car / Mileage

At this time there is not a way to prepay for rental cars. A member of the group would need to pay for the rental and they submit the receipt for reimbursement. Groups can contact Facilities Management at 438-2038 if they wish to obtain transportation through the University. They can assist with cars, vans and busses.

If a personal vehicle is used, the driver is eligible for mileage or gas reimbursement. If the group wishes to reimburse gas, please submit the receipt for reimbursement. The current mileage reimbursement rate is .55 cents per mile. A student travel voucher should be used and the table filled in to figure the appropriate reimbursement.

Meals

- At this time there is no way to prepay meals (unless they are included in the registration fee). If you wish to reimburse your students traveling for meals, please have them keep their receipts or we can use the per diem method. The per diem method for meal reimbursements is based on the time spent while on travel status. It is a flat rate and receipts are not needed for reimbursement. If you wish to use this method, the rates are listed below. There might be slight adjustment depending on the departure & arrival times on travel days.

In State Travel: Breakfast - \$5.50	Out of State Travel: Breakfast - \$6.50
Lunch - \$5.50	Lunch - \$6.50
Dinner - \$17.00	Dinner - \$19.00

Summary

Many arrangements can be prepaid if arrangements are made in advance. Please contact Susan Worrell at 438-5153 or saworre@ilstu.edu for assistance. As with any payment from your University account, proper authorization is needed. If the expense such as hotel or airfare is going to be put on the University credit card, your advisor must email approval before the charge can be made. Any receipts given to the traveling students for prepaid expenses must be turned into the RSO Financial Services Office within 3 days.

If arrangements are unable to be prepaid from the University account, reimbursement can still be obtained if students pay for their own travel arrangements. Please fill out a student travel voucher and attach all receipts. Please note that reimbursements will not be issued until after the travel has occurred. Forms can be obtained at the RSO Financial Services Office or from the RSO Financial Services website

<http://www.deanofstudents.ilstu.edu/help/rso/RSOFinancialServices.shtml>