

Travel reimbursement for the conference attendees

General rule:

All travel must be by the most direct route, using the most economical mode of transportation available considering travel time, costs, and work requirements.

We have agreed to reimburse the following expenses:

1. Airfare – economy class only. If an attendee wants to fly business or first they need to provide a comparison ticket showing the same trip in economy class. They will be reimbursed up to value of the economy class ticket. Example of a comparison ticket below (left: economy class, and right: economy plus):

The image displays two side-by-side screenshots of the United MileagePlus website's 'Review trip itinerary' page. Both screenshots show a roundtrip itinerary for a traveler, with flight details for October 28, 2019, and November 03, 2019. The left screenshot shows the economy class option with a total price of \$418.60. The right screenshot shows the economy plus option with a total price of \$727.60. Both screenshots include a 'Total After Statement Credit' and a 'Continue' button.

Class	Total Price	Total After Statement Credit
Economy Class (Left)	\$418.60	\$168.60
Economy Plus (Right)	\$727.60	\$477.60

Flights should be booked on US air carriers, subject to availability. Foreign carriers are allowed either under the Open Sky Agreement <https://www.transportation.gov/policy/aviation-policy/open-skies-agreements-being-applied> or if the airline is a codeshare partner with a US airline:

In accordance with the Fly America Act (49 USC 40118), any air transportation to, from, between, or within a country other than the U.S. of persons or property, the expense of which

will be assisted by NSF funding, must be performed by or under a code-sharing arrangement with a U.S.-flag air carrier if service provided by such a carrier is available (see Comptroller General Decision B-240956, dated September 25, 1991). Tickets (or documentation for electronic tickets) must identify the U.S. flag air carrier's designator code and flight number.

<https://www.nsf.gov/pubs/policydocs/gc1/jan13.pdf>

2. Personal car mileage – for attendees using their car to drive to Chicago. The current rate is \$0.58 per mile. For this please attached a google map from showing the mileage.
3. Car rental:

The University of Illinois has agreements for discounted rates on car rentals from National and Enterprise – please use these providers when available. Damage Waiver and limited liability protection are included with University business rentals when renting from National or Enterprise.

When booking with National or Enterprise: please use the system's corporate ID: XZ62053

PLEASE READ CAREFULLY: Optional Damage Waiver (DW)

When renting a car for University business, **do not** accept the Optional Damage Waiver (LDW or CDW) unless you are renting a car in a foreign country while on system business. For travel within the United States, when the U of I System corporate ID number is used, the optional Loss Damage Waiver (LDW) is included in the negotiated agreement with National and the optional Collision Damage Waiver (CDW) is included in the agreement with Enterprise. No other car rental company offers this waiver. This charge is **not reimbursable** as a travel expense except when renting a car in a foreign country while on system business.

4. Amtrak, Greyhound
5. Public transportation: to and from the airport, around Chicago
Mode of transportation: taxi, Uber, Lyft, CTA train and buses, Metra train, any other public transportation
6. Lodging and meals – will be done through PO and invoicing so no reimbursement necessary or allowed

For all attendees we will need their postal address – where the reimbursement checks will be sent to – email address, and the expense receipts.

For international travelers we will need additional documents based on the type of visa:

1. Copy of Passport ID page
2. Copy of visa page

3. Copy of entry stamp

Copy of I-94 record, obtained online here: <https://i94.cbp.dhs.gov/I94/#/recent-search>

4. W-8BEN form (attached)

5. Vendor Information Form (attached)

and additionally, for the following type of visas:

B1/B2 and WB/WT (Visa Waiver Program) – Foreign National Compliance Statement (attached)

TN (temporary visitors from Canada and Mexico) - copy of TN entry stamp, copy of I-797 Notice of Action (if available)

F-1 – copy of I-20 (front and back pg. 1 & 3), EAD for OPT (if applicable)

J-1 – copy of DS-2019, Letter of Authorization – The individual will need to obtain a letter from the sponsor listed in Box 2 of their DS-2019. This letter must state that the individual is allowed to receive reimbursement from another institution other than the sponsoring institution. The letter should be on institution letterhead and must be signed by a College Dean, Assistant Dean, Department Head, Assistant Head, or a Responsible Alternative Officer from the International Office.