

F1: TRAVEL OVERVIEW

Effective Date: 7/01/03

Prior Date: 4/27/98

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Purpose and Scope	Authority and Responsibility	References
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Purpose and Scope

The travel regulations published by Northeastern Illinois University are consistent with the State of Illinois Higher Education Travel Regulations promulgated by the Higher Education Travel Control Board and the Policies of the Board of Trustees. The regulations can be accessed from the Controller's Office Resources web site at: "<http://www.neiu.edu/~finanaff/>".

These regulations establish maximum dollar limits for allowable expenses, identify basic travel documents, delineate the approval chain, and establish time requirements for review and processing. They also explain the "how to" required for payment of expenses incurred as a result of travel.

For a worry free trip, plan ahead, be in conformance with published regulations, and complete all forms well in advance of established deadlines. When necessary, consult the travel desk to aid you in getting answers to your questions.

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Authority & Responsibility

Fiscal agents and authorities controlling locally held funds reserve the right to set limits below the established maximum.

1. Travelers:
 - a. Obtain authorizing signatures;
 - b. Submit to the travel desk the appropriate travel forms prior to a trip;
 - c. Request reimbursement for travel expenses in accordance with the university travel regulations;
 - d. Submit to the travel desk the appropriate travel forms within thirty business days after completion of a trip.
2. Fiscal agents:
 - a. Authorize travel for official University business only;
 - b. Assure that sufficient funds to cover trip expenses are available;
 - c. Assure that all expenses claimed are appropriate trip expenses.
3. The President:

Authorizes foreign travel for official university business;
5. The Director of Financial Affairs/Controller advises the Procedures and Systems Analyst whenever there are changes that affect this overview.

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1. Board of Trustees Bylaws, Governing Policies, Regulations, Section V D. Travel Regulations, 4/7/98
2. Governors Travel Control Board, [Travel Guide for State Employees](#)

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Definitions

1. Headquarters

- a. The campus at 5500 North St. Louis Avenue, Chicago, Illinois, 60625, has been designated as the official headquarters for all employees of Northeastern Illinois University except as noted below.
- b. The official headquarters for those employees assigned to the Center for Inner City Studies is 700 East Oakwood Boulevard, Chicago, Illinois 60653.
- c. The official headquarters for those employees assigned to El Centro is 3119 North Pulaski, Chicago, Illinois 60641.
- d. The official headquarters for those employees assigned to Chicago Teachers Center is 770 North Halsted, Chicago, Illinois 60622.

2. **University:** As used herein, University shall mean Northeastern Illinois University.

3. **Chicago metropolitan area:** The counties of Cook, Lake, McHenry, Kane, DuPage, and Will are considered to be the "Chicago metropolitan area."

4. **Foreign travel:** Foreign travel is defined as travel outside the fifty United States, Puerto Rico, and the Virgin Islands.

5. **Local travel:** Local travel is defined as travel within the Chicago metropolitan area where living expenses are not involved; i.e., travel expenses consisting only of transportation and incidentals (mileage, parking, tolls, etc.)

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Questions

Questions should be directed to the travel clerk: G-Trejo@niu.edu, extension 5128.

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For more information contact us
[Controller's Office](#)