



Southern Illinois University Carbondale
Carbondale, Illinois 62901-6703

Region V Rehabilitation Continuing Education Program (Region V RCEP)
Mailcode 6703
Rehabilitation Institute, College of Education
Voice: 618-536-2461 TDD: 618-536-2468 FAX: 618-453-6957

RRCEP V Reimbursement Procedures for Travel Expenses

Reimbursement for travel expenses will be made utilizing the following rules and regulations.

First Class Travel is not an Allowable Expense

Purchase the least expensive round trip or special rate ticket available, such as “Economy” or “Coach” class. The last coupon from your airline ticket must be returned with your expenses even if the ticket was pre-paid by RRCEP.

Vouchers (Receipts)

Vouchers/supporting documents must be submitted with all claims for reimbursement. Example: Hotel bills, auto rental (NONE: auto rental is not allowable without prior approval from RRCEP V Staff), parking fees/toll charges, airline tickets, conference fees, etc. IF NOT ATTACHED, claim will be adjusted and deductions made until receipts are presented. Contact the RRCEP concerning lost receipts.

Hotel Reservations

Each person is responsible for payment of their accommodations at the time of check-out. When your hotel room is direct billed to RRCEP, attach the hotel receipt to your expenses. Only hotel room and tax will be reimbursed by the RRCEP. Telephone calls, food, beverage, etc. should be paid at time of check-out. If not paid, they will be deducted from the travel claim.

Travel Allowance: (Overnight stay)

Lodging: Lodging room and tax only; receipt required.

Meals:	<u>In Illinois</u>	<u>Out of Illinois</u>
Breakfast	5.50	6.50
Lunch	5.50	6.50
Dinner	<u>17.00</u>	<u>19.00</u>
Total Per Diem	28.00	32.00

No receipts required. If meals are provided, they cannot be claimed as an expense or on per diem.

Other Expense: All expenses must be listed separately
\$0 – 9.99 per item, no receipt required
\$10.00 and over per item, receipt required

Mileage Reimbursement

For use of privately owned automobile, the traveler will be reimbursed at the rate of \$.31 per mile, or the equivalent of one round-trip airfare, whichever is less.

For further clarification, contact RRCEP V at (618) 536-2467.