TRAVEL PROCESS

Start to Finish
Roles within the Travel process

- Business Office (Jennie Black)
- Support (Linda Harvey)
- Traveler
- Payables

TRAVEL TIP:
Reimbursement process can take between 40-60 days after Expense Report is submitted by the Traveler.
TEM Process for Personnel Reimbursement (individuals with active appointment)

Travel Request must be submitted for any travel, reimbursement, and/or missed classes
Submit Travel Request when travel is booked or as soon as travel plans are being considered

Reasons for delay:
1. Delay in Proxy setup by Traveler
2. Expense report not submitted by Traveler
3. Expense Report rejected and not resubmitted (emails are sent to Traveler for correction). * Once email received, reach out to Support for assistance.
1. Business Office

- Educate on process
- Provide materials during onboarding process for new faculty and graduate students.
2. Traveler

- Setup Support (Linda Harvey and Jennie Black) as Proxy in TEM
- Input travel plans into my.ACES
- Communicate with Support to book travel, if needed

**TRAVEL TIP:** Include detailed justification for the travel. (see insert below)

Also, limit abbreviations and acronyms.
3. Support

- Work with Traveler and book travel, if needed
4. Traveler

- Go on trip
  - Collect/keep receipts for lodging, airfare, car rental, taxi, etc.
  - Keep track of tip amounts
5. Traveler

• Fill out TEM Reimbursement Form
  • [https://cropsciences.illinois.edu/department/business/travel/](https://cropsciences.illinois.edu/department/business/travel/)

• Give form to Support (Linda Harvey) or the Business Office
  (Business Office will get it to Linda for processing)

TRAVEL TIP:
Include detailed justification for the travel. (see insert below)
Also, limit abbreviations and acronyms.
6. Support

- Create Expense Report
- Send email to Traveler for review and submission
7. Traveler

- Review and Submit Expense Report
  - Email will have the subject line: "TRAVEL/REIMBURSEMENT REQUEST"

Note: Traveler submission is the only thing that notifies the Business Office that there is an Expense Report ready for review and processing.
8. Business Office

- Review and Approve Expense Report within 10 days of receipt
  - There are two steps to review:
    1. Review the justification, expenses, etc.
    2. Review the CFOAP

Note: The Business Office is moving to a Tuesday first review and Thursday second review in an effort to speed up reimbursements.
9. Payables

- Following approval by the Business Office a system generated email is sent to Payables who then conduct their review.

*Note: Assuming no rejections, Payables has a minimum of 30 days for their role in the reimbursement process.*
Reasons for Delay

- Delay in Proxy setup by Traveler
- Delay in Expense Report submission by Traveler
  - Email will have Subject: TRAVEL/REIMBURSEMENT REQUEST
- Expense Report rejection
  - If you receive a rejection email, reach out to Support (Linda Harvey) for assistance
    - Email will have Subject: ER01944818 submitted by Jane Doe has been rejected

TRAVEL TIP:

Rejections are sent from Payables to the Traveler. Email subject line is similar to:
“ER01944818 submitted by Jane Doe has been rejected.”

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