



SOUTH SUBURBAN COLLEGE

TRAVEL HANDBOOK



The mission of South Suburban College is to Serve our Students and the Community through lifelong learning.

TRAVEL POLICY

Scope

Employees are encouraged to voluntarily attend and participate in approved meetings, seminars and conventions in an effort to promote professional growth and development. It is hoped that these activities will ultimately lead to the achievement of the objectives of South Suburban College and towards the betterment of our many programs. Additionally, employees may incur expenses while representing South Suburban College with governmental and regulatory agencies, or while conducting job related duties that require them to be away from their normal work place. In all cases, reimbursement for travel and related costs will be limited to actual expenses which are determined to be reasonable and necessary, under no circumstances will these be allowed to exceed the limitations set forth in these travel policies.

These travel policies apply to travel charged to all funds including federal, state, institutional, grant, contract, agency, individual development funds, and Trust and Agency funds.

Travel Policy

The Board of Trustees of Community College District #510 has established several policies related to travel and reimbursement. Please consult your Board of Trustees Policy Manual for further details.

TRAVEL OF EMPLOYEES

Employee travel on official College business must receive prior approval from the College President or an authorized designee.

Travel by College employees that involves the expenditure of College funds or requires release from regular duties must also be approved by the appropriate administrator.

The College automobile insurance policy provides liability coverage for scheduled owned automobiles, non-owned automobiles, and hired automobiles in the following amounts:

- Bodily Injury Liability: \$500,000 per person and \$1,000,000 per occurrence
- Property Damage Liability: \$50,000 per occurrence for property damage liability

TRAVEL OF COLLEGE STUDENTS

Subject to approval of the President or an authorized designee, the Board authorizes student travel to workshops, conferences, athletic competitions, field trips, and other similar events which constitute a salutary social and/or learning experience. All student travel must be in accordance with Board of Trustees Policy.

REIMBURSEMENT FOR TRAVEL EXPENSES

Transportation, meals, lodging, fees, and other expenses incurred by authorized persons while on College approved travel will be reimbursed by the College pursuant to Board Policy.

Requests for reimbursement of expenses must be submitted for payment within 60 days after the date of actually incurring the expense.

Authorization For Travel

All travel is to be authorized by the appropriate administrator prior to incurring any expenses. Administrators have the authority to recommend permission for their faculty and staff to travel, subject to Board Policy, College rules, and budget restrictions, providing the following:

- The trip is necessary and desirable from the viewpoint of the College.
- Will not interfere with the performance of normal service by the person concerned.
- Sufficient budgeted funds are available in travel accounts.
- Attendance at functions outside the continental United States must have prior approval by the President.

Travel requests and Expense Reports must be authorized as follows:

Traveler	Authorized by
Vice Presidents	President
All other Administrators	Appropriate Vice-President
Faculty	Appropriate Vice-President
Faculty (on any leave)	Appropriate Vice-President
Staff	Appropriate Administrator

Meal Allowances

Reimbursement for meals, unless included with the cost of registration, including related gratuities, will be determined based upon Board Policy. Itemized receipts are required for all meal reimbursements. Receipts over the per diem allowance will only be reimbursed up to the daily amount for that meal. Failure to provide receipts within a 60-day period will result in non-payment of the expense.

In state and out of state Per Diem Allowance \$68 per day (subject to change)

\$16	Breakfast
\$19	Lunch
\$28	Dinner
\$5	Incidental Drink/Snack

Travel Time Requirements

- Breakfast may be claimed only if travel begins prior to 7:00 a.m.
- Dinner may be claimed only if travel concludes after 6:00 p.m.

The authorized meal allowance applies to meals not included in the conference registration fee or airline fare. Meal expenses are reimbursable only when they are directly related to the active conduct of College business and include bona fide business discussions. Costs associated with the purchase of alcoholic beverages and tobacco products will not be considered for reimbursement.

MILEAGE ALLOWANCES

Personal vehicle mileage will be reimbursed at the currently authorized IRS rate, rounded down to the nearest cent, for travel up to, but not beyond 350 miles in one direction. Beyond this distance, reimbursement will be limited to full coach airfare with a common carrier or its equivalent, unless specific written authority is given by the Vice President of Administration to use private auto.

Mileage rate \$0.73 per mile (subject to change based on suggested annual rate).

Requests for mileage reimbursement should be submitted on an approved check request with a completed Travel Expense Report, or a Mileage Report for Traveling Employees. Traveling Employees are defined as staff and faculty who are required to travel as part of the execution of their job descriptions, such as recruitment and sales staff, and clinical faculty.

Travel arrangements must be made to serve the best interest of the College and remain within authorized budget limits. Mileage calculations should be based on travel from South Holland, Illinois. Please submit mileage charts (i.e. Google maps) as supporting documentation for your reimbursement request, or refer to the standard mileage charts for distances from South Holland to frequently traveled Illinois community Colleges and Illinois locations.

Exclusions to Mileage Reimbursement:

- Mileage will not be reimbursed for lunch travel.
- Mileage will not be reimbursed for travel between home and back to campus.
- Mileage will not be reimbursed for in-district business (except for traveling employees).
- Mileage will not be reimbursed for travel between the Main Campus and the Oak Forest Center (except for traveling employees).

AIR TRAVEL

Air travel should be arranged by the individual traveler and/or their department. A Credit Card Authorization with supporting documentation will need to be completed and submitted when requesting to utilize the College credit card for payment of the preapproved air travel. Check request or purchase order are not required. Travel tickets will not be paid for with travel advances. If travel by train is preferred, first or business class accommodations may be selected, providing the total cost does not exceed comparable airfare.

LODGING

All lodging accommodations must be arranged through the College's purchase order system whenever possible. If purchase orders are not accepted by the vendor, employees may use a personal credit card and request reimbursement through the check request process. If neither option is feasible, the College credit card may be used for preapproved lodging expenses. In such cases, a Credit Card Authorization Form with supporting documentation must be submitted; no check request or purchase order is required.

All lodging arrangements must be made in advance. Travel advances will not be disbursed for lodging. When using a personal credit card, an original itemized receipt must accompany all requests for reimbursement of lodging expenses. When using the College credit card, itemized hotel receipts must also be provided with all travel expense reports upon return from travel.

When booking lodging, employees must request the minimum corporate rate for a single (non-suite) room whenever possible. Expenses other than room charges (i.e. phone calls, meals, etc.) should be listed separately on the Travel Expense Report and not shown as part of the per diem cost of the room.

Hotel charges will be reimbursed for additional days of travel when they are incurred to reduce the cost of airfare. The additional lodging charges cannot exceed the amount actually saved on the airfare.

Non-Reimbursable Lodging Related Expenses:

- Barber/Beautician
- Damages to employee's car or other personal property
- Circuitous or side trips for personal reasons
- Expenses for social or entertainment meetings between College employees
- Fines for traffic violations
- Insurance on personal property and travel insurance
- Unauthorized and interest charges on credit cards
- Laundry and valet charges on trips of less than five days
- Expenses incurred as a result of a trip being extended for personal reasons
- Loss of personal funds or cash advances
- Maintenance or repair of personal property
- Normal travel to and from work
- Personal entertainment (i.e. movies, shows, sporting events, magazines)
- Clothing, toiletries, gifts or shoe care
- Any expenses specifically prohibited by Board policy

REIMBURSEMENT/TRAVEL EXPENSE REPORT

All requests for reimbursement must be submitted using the Travel Expense Reimbursement Request Form. Requests for reimbursement will not be processed unless submitted on the Reimbursement Request Form with all required itemized receipts and supporting documentation.

A Travel Expense Report must be completed and signed by the originator and countersigned by the appropriate administrator. Requests for reimbursement must be itemized. Miscellaneous items will not be considered for reimbursement. Itemized receipts must be provided for all items in excess of \$10. Travel expense reports must clearly identify the purpose of the activity, sponsoring organization, date and location of the function and a comprehensive list of the guests present (if applicable). Published program agendas from the conference/business event must be provided with all requests. Travel expenses incurred outside the preapproved time period will not be reimbursed. Well-documented requests have a better chance of being processed in a timely fashion; incomplete and/or missing information will result in the request for reimbursement being delayed. Please refer to the sample Travel Expense Report.

Reimbursement for business meeting expenses, including seminars, facility charges, and meals among College employees will be reimbursed only when an agenda is provided, the event is approved by the authorized

administrator, and the employees attending are identified. College facilities should be used whenever possible. Expenses related to holiday gatherings and other personal celebrations are not reimbursable.

Travel expenses will not be reimbursed through Imprest funds, except in cases involving athletics or other College sponsored student travel. The Business & Accounting Services Office will make reimbursement for all other travel through accounts payable, in accordance with the published processing schedule.

TRAVEL ADVANCES

Travel advances are available, in accordance with Board Policy, through the Business & Accounting Department and will be processed within one week following receipt of all required and completed documentation. The minimum amount available for travel advance is \$50. Under no circumstances will travel advances be made for lodging, airfare or registration fees. These expenditures must be processed through a check request or a purchase order. Employees are encouraged to plan travel arrangements well in advance to ensure timely processing of all payments.

Within twenty (20) days of your return, a final accounting of the travel advance on a completed Travel Expense Report must be submitted to the Business & Accounting Department along with all itemized receipts and meeting agendas. Each travel advance must be accounted for separately.

The following procedures should be followed when reconciling your travel advance:

1. Expenses Exceed the Advance

If the total expenses exceed the travel advance:

- Complete the Travel Expense Report and attach a check request for the balance due.
- Indicate the appropriate account number to be charged.
- Obtain all required signatures and forward the documentation to the Business & Accounting Department for review.

After the reconciliation is completed, the reimbursement will be forwarded to Accounts Payable in the Business & Accounting Department for processing.

2. Advance Exceeds Expenses

If the travel advance exceeds the actual expenses incurred:

- Submit the completed Travel Expense Report to the Business & Accounting Department, indicating the amount due back to the College.
- Return the excess funds via cash or check at the time of submission.

Returned funds will be credited to the original account from which the advance was issued.

The employee is responsible for any fees incurred due to a check being returned for non-sufficient funds.

MILEAGE CHARTS

The following information is provided for your convenience and will be used to calculate mileage reimbursements.

Mileage from South Suburban College to other Illinois colleges:

Location	One-Way Mileage
College of Du Page (Glen Ellyn)	45
Elgin Community College (Elgin)	70
William Rainey Harper (Palatine)	60
Joliet Junior College (Joliet)	30
Kankakee Community College (Kankakee)	25
College of Lake County (Grayslake)	75
McHenry County College (Crystal Lake)	85
Moraine Valley Community College (Palos Hills)	20
Morton College (Cicero)	35
Oakton Community College (Des Plaines)	55
Prairie State College (Chicago Heights)	10
Triton College (River Grove)	40
Waubensee Community College (Sugar Grove)	75

South Suburban College to frequently visited Illinois locations:

Location	One-Way Mileage
Aurora	65
Champaign/Urbana	115
Chicago (Loop)	20
Decatur	165
LaSalle/Peru	90
Midway (Airport)	20
O'Hare (Airport)	45
Peoria	150
Rockford	110
Springfield	200

POLICY REVIEW

This policy will be reviewed annually, or following any significant incident or regulatory change.



Traveler Information

Name: _____ Job Title: _____

Department: _____ Phone: _____

Email: _____

Travel Details

Destination: _____

Travel Dates (From – To): _____

Conference/Meeting/Event Name: _____

Location Address: _____

Purpose

Purpose/Justification: _____

Part III: Estimated Expenses

Airfare: \$ _____ Hotel: \$ _____ Parking/Tolls: \$ _____

Meals – Per Diem (Total \$68/day): _____

Breakfast \$16 | Lunch \$19 | Dinner \$28 | Incidentals \$5

Mileage: _____ miles × \$ _____ = \$ _____

Registration Fees: \$ _____ Other: \$ _____

Total Estimated Cost: \$ _____

Approval

I recommend approval of the above request. To the best of my knowledge, expenses will not exceed available funds.

Traveler Signature: _____ Date: _____

Supervisor/Dean Signature: _____ Date: _____

Vice President Signature: _____ Date: _____



Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Event: _____ Sponsoring Organization: _____

Date(s) Of Event: _____ Location Of Event: _____

Purpose Of Trip: _____

Expenses Incurred:

Date	Points of Travel		Transportation			Lodging	Meals	Other (itemize)	
	From	To	Automobile		Plane, Train, Bus Fares			Item (No Miscellaneous)	Amount
			Mileage	Amount					
Total:									

Account Number _____

I certify that the amounts shown above are correct,
the expenses were incurred while on official college
business and the amounts charged were actually paid.

Signature of Traveler _____

Signature of Administrator _____

Remember, all original receipts or evidence of payment must
be attached to the travel expense report.

Summary

1. Total Cost of Trip: _____
2. Advances
 - a. Registration: _____
 - b. Hotel Deposit: _____
 - c. Transportation: _____
 - d. Personal: _____Total Advances: _____
3. Due Traveler: _____
4. Due College: _____

Date: _____

Check Number: _____

Vendor Number: _____



ATTACH TO CHECK REQUEST

Revised 11/26/25

15800 S. State St. South Holland, IL 60473 • (708) 596-2000

NAME _____ VENDOR# _____ COST CENTER _____

Total Miles _____ for the period of _____

Date Submitted _____ Total Mileage Reimbursement _____

Date	Visit with	Purpose	From	To	Return	Tolls	Miles

Signature of Employee

Signature of Administrator

Total Miles _____

X rate\$ _____

Any time mileage is claimed, this document should be attached to the Check Request Form when requesting reimbursement for your expenses. Any receipts for meals and other related expenses should also be attached.