**Section 2900.110 Travel Vouchers**

a) Preparation of Travel Vouchers

1) All claims for the reimbursement of travel expenses shall be prepared in accordance with this Part.

2) The purpose of the travel shall be indicated on the travel voucher.

3) The travel voucher shall show in the space provided the dates of travel, points of departure and destination, mode of transportation, and cost of the transportation secured. When a privately owned vehicle is used, the travel voucher shall also show the rate of reimbursement, mileage and amount of reimbursement.

4) If the distance traveled between any given points is greater than the usual route between these points shown on a map or internet program, the reason for the greater distance shall be stated. (See Section 2900.30 (b).)

5) Travel vouchers shall be supported by receipts in all instances for railroad and airplane transportation, for lodging, and all other items in excess of $10.

6) The travel expense voucher shall be signed by the individual who has incurred the expense.

7) Each travel voucher must contain a certification as required by Section 12 of the State Finance Act [30 ILCS 105/12].

8) Individuals submitting travel vouchers are personally responsible for their accuracy and propriety. Any misrepresentation may be cause for disciplinary or legal action. It is the individual agencies' responsibility to detect misrepresentation and impose consequent disciplinary action.

b) Approval and Submission of Travel Vouchers

1) All copies of each travel voucher shall be first approved in accordance with Agency policy to certify that the travel shown was required by official duties.

2) All copies of the travel voucher shall then be approved in writing by the Agency's authorized representative. After such processing, appropriate copies of the voucher shall be forwarded to the Comptroller, or appropriate Agency department, for payment.

3) Travel vouchers that are not prepared in accordance with this Part or not properly supported by receipts or affidavits when required shall be returned to the originator for correction.

c) Items Billed Directly

No requests for reimbursement shall be made for items of expenditure in connection with travel that are billed directly to the Agency. However, those charges shall be itemized on the individual's travel voucher. Such expenses shall not be in excess of the maximum allowed. Meal and incidental expenses billed directly to the Agency that are in excess of the amount allowed shall be deducted from the per diem allowance.

(Source: Renumbered from Section 2900.60 and amended at 32 Ill. Reg. 4784, effective April 4, 2008)