

NPL Travel

- **Submit a travel request before your departure – minimum 2 weeks before departure**

- Email the NPL Business Office (Mike & Brandy)
- First day and last day of travel
- Destination and reason for trip (e.g., “Batavia, IL to Fermilab to give talk about my research..”)
- An estimate of the total costs broken down into travel costs (airfare, rental cars, accommodation, conference fees, miscellaneous expenses).
- Indicate the funding to be expensed. Ask your supervisor or Mike Suchor if unknown.
- A “Travel Advance” is possible if travelling overseas. Ask Mike Suchor for details.

The NPL Bus Office can purchase flights, lodging and conference fees. Send your preferred itinerary; you are eligible for economy seating only. If desired, you can upgrade your flight at your own expense.

-OR-

You can purchase flights, lodging and conference fees using your personal credit card and request reimbursement after the trip. The airline carrier (operated by or code-shared) **must be** a US-American Flag Carrier (list at end of document).

- **Rental car**

- Domestic: You must use the University of Illinois car rental code for National or Enterprise. Necessary insurance will be automatically included. Do not accept any further insurance - it will not be reimbursed. Code for both vendors: **XZ62053**
- International: Accept and pay for the Collision Damage Waiver insurance. The University will reimburse the cost of the insurance. However, will not reimburse for any damage to the vehicle.
- UofI policy: <https://www.obfs.uillinois.edu/travel/car-rental/>

- **Reimbursement**

Submit your receipts to the NPL Bus Office immediately after your trip (electronic and/or paper) and ask to initiate the reimbursement process. Once the request is complete in the Travel Expense Management (TEM) system, you will be asked to submit it. You can only submit in TEM while in the UIUC network or if you use a VPN:

<https://webstore.illinois.edu/Shop/product.aspx?zpid=2600>

TEM Resource page: <https://www.obfs.uillinois.edu/tem-resources/>

- **Per diem & Mileage**

Daily per diem

- \$28 in-state
- \$32 out-of-state
- \$32 all foreign travels
- You must lodge overnight to be eligible for per diem

Mileage

- Personal Vehicle: you are eligible to receive \$0.58 per mile.
- Long trips: TELL THE BUS OFFICE and provide a flight comparison BEFORE your trip. Send a screenshot of what a flight would have cost if chosen. You will not be reimbursed more than the flight cost.
- Chicago area and other IL destinations are eligible to receive a maximum of \$80 (pending mileage rate)

Car Rental

- U of I vehicles are available at request. Send your request to the NPL Bus Office.
Vehicle Rental information: <https://www.fs.illinois.edu/services/transportation-automotive/car-pool>

- **Caveats**

- If you submit your reimbursement request more than 60 days after the end of your travel, TEM will ask you to justify this delay. These expenses are now tax deductible.
- Do not purchase tickets, hotel rooms or visas for your colleagues **EVER** using your private credit or debit card. The reimbursement process will be very difficult and time consuming. Some exceptions are purchases that cannot be split to two cards; like rental cars or shared rooms.
- You cannot be reimbursed for receipts that do not carry your name. For example, if your friend pays the bill to fill gas in the rental car.
- In general, we should try to not choose the most expensive accommodations and methods of traveling – be economically viable as possible.

Use of U.S.-Flag Air Carriers

<p>Major U.S. Airlines (flying to/from international cities)</p> <ul style="list-style-type: none"> • America West • American • ATA • Continental • Delta • Northwest • United • US Airways 	<p>Other U.S. Airlines (flying to/from international cities)</p> <ul style="list-style-type: none"> • Alaska Airlines • Arrow Air • Hawaiian Airlines • Horizon Airlines • Midwest Express Airlines • Pan Am • Spirit Airlines • Sun Country Airlines • West Jet Airlines
<p>NOT APPROVED FOR GRANT TRAVEL Some Major Airlines That Are Not U.S. Flag Carriers</p> <ul style="list-style-type: none"> • Aer Lingus • Air France • El-Al • Lufthansa • Olympic Airways • Singapore Airlines • Air Canada • British Airways • KLM Royal Dutch Airlines • Mexicana • Qantas • Virgin Atlantic 	

NSF Policy

(i) The General Services Administration issued an amendment to the Federal Travel Regulations in the November 13, 1998 edition of the Federal Register (Vol. 63, No. 219). The amendment relates to the use of U.S. Flag air carriers under the provisions of 49 USC §40118, which is commonly referred to as the Fly America Act.

(ii) Any air transportation to, from, between or within a country other than the U.S. of persons or property, the expense of which will be assisted by NSF funding, must be performed by, or under a code-sharing arrangement with, a U.S.-Flag air carrier if service provided by such a carrier is “available” (see Comp. Gen. Decision B-240956, dated September 25, 1991). Tickets (or documentation for electronic tickets) must identify the U.S.-Flag air carrier’s designator code and flight number.

(iii) For the purposes of this requirement, U.S.-Flag air carrier service is considered “available” even though:

(a) comparable or a different kind of service can be provided at less cost by a Foreign-Flag air carrier;

(b) Foreign-Flag air carrier service is preferred by or is more convenient for NSF or traveler; or

(c) service by a Foreign-Flag air carrier can be paid for in excess foreign currency.

(iv) The following rules apply unless their application would result in the first or last leg of travel from or to the U.S. being performed by a Foreign-Flag air carrier:

(a) a U.S.-Flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;

(b) if a U.S.-Flag air carrier does not serve an origin or interchange point, a Foreign-Flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S.-Flag air carrier; or

(c) if a U.S.-Flag air carrier involuntarily reroutes the traveler via a Foreign-Flag carrier, the Foreign-Flag air carrier may be used notwithstanding the availability of alternative U.S.-Flag air carrier service.

c. Use of Foreign-Flag Air Carriers

(i) Travel To and From the U.S. Use of a Foreign-Flag air carrier is permissible if the airport abroad is:

(a) the traveler’s origin or destination airport, and use of U.S.-Flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a Foreign-Flag carrier; or

(b) an interchange point, and use of U.S.-Flag air carrier service would increase the number of aircraft changes the traveler must make outside of the U.S. by 2 or more, would require the traveler to wait four hours or more to make connections at that point, or would extend the time in a travel status by at least six hours more than travel by a Foreign-Flag air carrier.

(ii) Travel Between Points Outside the U.S. Use of a Foreign-Flag air carrier is permissible if travel by a:

(a) Foreign-Flag air carrier would eliminate two or more aircraft changes en route;

(b) U.S.-Flag air carrier would extend the time in a travel status by at least six hours more than travel by a Foreign-Flag air carrier and the travel is not part of the trip to or from the U.S.; or

(c) U.S.-Flag air carrier would require a connecting time of four hours or more at an overseas interchange point.

(iii) Short Distance Travel. For all short distance travel, regardless of origin and destination, use of a Foreign-Flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a Foreign-Flag air carrier is three hours or less and service by a U.S.-Flag air carrier would double the travel time.