**Section 2800.240 Preparation and Submission of Travel Vouchers**

All claims for the reimbursement of travel expenses shall be submitted on authorized reimbursement forms (Form C-10) and shall be itemized in accordance with this Part.

a) The purpose of the travel shall be indicated on the travel vouchers.

b) When applicable, the travel voucher shall show, in the space provided, the dates and times of travel, the points of departure and destination, the mode of transportation, the cost of the transportation secured, lodging, meals, per diem and other expenses.

c) If meals or per diem are not claimed, times of arrival and departure are not required.

d) When a privately owned vehicle is used, the travel voucher shall show, at minimum, commuting mileage (if applicable), the dates, points of travel and mileage. If the distance traveled between any given points is greater than the usual route between these points shown on a road map, the reason for the greater distance shall be explained and detailed separately.

e) Travel vouchers shall be supported by receipts in all instances for railroad and airplane transportation, lodging, taxis, and all other items in excess, individually, of $10.00 except for meals.

f) The travel expense voucher shall be prepared in ink, typewritten or in electronic form. The voucher shall be signed by the individual who has incurred the expense and his/her supervisor. Signatures include those made in ink as well as any symbol executed or adopted. In addition, signatures are any security procedure employed or adopted, using electronic means or otherwise, by or on behalf of a person with intent to authenticate a record.

(Source: Amended at 43 Ill. Reg. 11938, effective October 1, 2019)