

CHROME RIVER

SEMINARS, CONFERENCES, TRAVEL ARRANGEMENTS & OTHERS

Please send payment information for conferences, seminars, and travel arrangements one or two months in advance of the events so the Office Manager can work on it ahead of time. She will work on those on Tuesdays and Thursdays. If you need to talk about them, she will be available on Wednesdays from 2:00 – 4:00 pm.

Requirements:

- Business purpose:
 - Detail of the purpose of the memberships, conferences and how the university benefits from it
 - Publicity materials for the conference (e.g., a flyer) conference hotel
 - Official letters of acceptance or emails for invited talks
 - Date of the conference
 - Date of arrival and departure
 - Time departure from home and arrival home (per diem)
 - Explanation if you arrive more than one day in advance of the conference or depart more than one day after its conclusion.

EXAMPLES OF BUSINESS PURPOSE:

Membership/Conference:

Prof. X is renewing their annual membership to the XXXXX Association in order to keep up on current trends in the field, for professional development, and to share their ongoing work with colleagues. Membership covers conferences [enter dates]. Conference date is [date]. The membership is required to attend conferences related to their research and scholarly work. Prof. X must attend this conference as part of their UIUC research and is on a panel.”

Travel/Conference:

The flight/hotel was purchased for Prof. X to attend the XXXXX Conference held at [university or place] from [date] in [city]. As part of the accepted panel [title if you have it], they will deliver an original research paper. The research they are presenting at the conference and invited talk will enhance the research profile of the Department of Latina/Latino Studies as well as the University of Illinois. It is also to the benefit of the

University of Illinois – and its stated aims in the strategic plan and multiple documents committed to diversity, equity, and inclusion – to retain underrepresented Latinx faculty through vigorous support for their scholarship.

Invited Talk:

Prof. X will deliver an invited talk for [name of series] held by [organization] on [date] in [city]. The research they are presenting at the invited talk will enhance the research profile of the Department of Latina/Latino Studies as well as the University of Illinois. It is also to the benefit of the University of Illinois – and its stated aims in the strategic plan and multiple documents committed to diversity, equity, and inclusion – to retain underrepresented Latinx faculty through vigorous support for their scholarship.

Information of the speaker to input the name in the system to process the payment.

Books for Faculty:

The books were purchased for Prof. X to conduct their ongoing research activities in the service of the mission of the University.

NOTE: The Office Manager can order books and other materials for you directly from Amazon or iBuy. Links need to be included for the items for purchase on those sites.

• **Membership and conferences**

- Fill out all personal information
- Billing information: 1207 W Oregon Street, Urbana, IL 61801
- Name of the conference (in-person)
- Send the link for the institution
- Log in information:
 - Username: XXXXXXXX
 - Password: XXXXXXXX
- Membership – Income \$XXXXX - \$XXXXX

• **Airplane tickets and hotels**

- Book the ticket economy class without additional charges (Use the “HOLD” feature) and send me a link to pay for it.
- Inform if the ticket was changed after paying and send the updated ticket. Also send the explanation why the ticket was changed. You can't use the same ticket for two conferences in different city.
- Link hotels to make the reservation for standard room with dates. Inform if it is a conference hotel (University of Illinois will pay just for room and taxes). Faculty need to pay for other charges (incidentals) and submit for reimbursement.

The office Manager fills out the Authorization Credit Card Form paying only room and taxes. Faculty need to pay the other incidentals and ask for reimbursement.

- Faculty need to pay for taxis, parking, and meals and submit for reimbursement.
- Meals need to detail the dates you left Champaign and arrivals, including time. Also, need to detail if you need to be reimbursed for breakfast, lunch, and/or dinner.

- **Receipts**

- Fully Itemized receipts
- Receipts needs to be detailed with dates and name of the vendors
- Taxis max 20% tip
- Restaurants max 20% tip. For food delivery tips, those should be 6-8%
- If you use a personal credit card to buy general items you need to present the tax exemption for reimbursement.

<https://www.obfs.uillinois.edu/bfpp/section-18-taxes/section-18-6>

***Reminder: The University is sales tax exempt in IL and 26 states**

NOTE: The only payment method is the University credit card to make payments for seminars, conferences, travel arrangements, and other expenses. University policy does not accept other payment methods (PayPal or others). So, the university will reimburse you for those payments.

The Office Manager must work from the computer station in the LLS administrative office per security requirements according to university policies.

Links OBFS information

<https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-allowability-travel-expenses>

<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/determine-allowability-specific-expenditures>

<https://www.obfs.uillinois.edu/bfpp/section-15-travel/make-travel-arrangements>

Applicable OBFS Policies and Resources

<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/>

<https://www.obfs.uillinois.edu/bfpp/section-15-travel/>

<https://www.obfs.uillinois.edu/travel/car-rental/>