



TRAVEL SUBSTANTIATION FORM

Name of Traveler: _____

Address: _____

City, State, Zip code: _____

Purpose of Travel: _____

Destination: _____

Date Travel Began: _____

Date Travel Ended: _____

Section A

Actual Expenses	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Grand Total
Meals								
Transportation*								
Incidentals								
Total (max. current GSA rate/day)								

*Transportation does not include airfare or actual mileage to destination.

Section B – Use only if you received Per diem PRIOR to travel.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
Per diem Received								
Excess – To be Returned to Illinois ENA								

Receipts for any covered expenditure up to the current GSA rate* are not required. This form must be completed, signed, and returned to Illinois ENA within 30 days of the travel end date. Any reimbursement requests received more than 30 days after the end of the calendar year cannot be honored.

*The current GSA rate is available at www.gsa.gov.

Signature: _____

Date: _____

Typing your name constitutes an electronic signature and that you attest to the truthfulness and accuracy of this completed document.



Illinois State Council

Travel Substantiation Form Instructions

The purpose of the Travel Substantiation Report is to adequately account for Illinois ENA business travel expenses within the guidelines of an IRS accountable plan. These guidelines allow Illinois ENA to issue expense reimbursements (Per diem) to travelers without requiring that receipts be retained and submitted to the Illinois ENA treasurer. As long as the requirements of the accountable plan are followed, the receipt of the Per diem will not be taxable to the recipient.

The Per diem rate is the current GSA rate. Included in the Per diem are meals, transportation costs and incidentals. All transportation costs except for airfare or actual mileage (refer to GSA for the current rate at www.gsa.gov) to/from destination are included in the Per diem. This includes intra-city transportation at the destination, such as taxi or shuttle. It also includes mileage, tolls and parking fees to get to/from the airport. To complete the Travel Substantiation Form for:

Per diem Received *After* Travel – Complete Section A only
Per diem Received *Prior* to Travel – Complete Sections A and B

Section A Instructions

- 1) On the appropriate lines fill in the **name of traveler**, **purpose of travel** (e.g. meeting name) and **destination**.
- 2) For dates of travel use:
 - a. Date Travel Began: Use the date you left your home. This is Travel Day 1.
 - b. Date Travel Ended: Use the date you returned home. This is your last Travel Day.
- 3) For Travel Day 1 and each succeeding Travel Day, provide the total amount spent for each of the three allowable categories: meals, transportation and incidentals. Add the amounts together for that day and put the total in the 'Total (max. current GSA rate/day)' space. If the total is greater than current GSA rate, you must limit the total amount to the current GSA rate as that is the maximum Per diem rate.
- 4) Add together all of the amounts in the 'Total (max. current GSA rate/day)' spaces and put this amount in that 'Grand Total' space. This is the Per diem amount you will be paid.

Section B Instructions

If you received Per diem *prior* to your travel, you must compare the total expenses per day to the GSA Per diem daily rate. You must return daily excess Per diem to Illinois ENA along with this form.

- 1) For each day subtract the Total Actual Expenses calculated in Section A from the current GSA rate and put the excess to be returned in Section B. If you spent more than the current GSA rate, there is no excess to return to Illinois ENA. Add together all of the excess daily amounts and put this amount in that 'Grand Total' space. This is the Per diem amount you are required to return to Illinois ENA with this form.

Please sign and date where indicated. The Report must be completed and returned to Illinois ENA within 30 days of the travel end date. Send the Report with a completed Check Request Form to:

Karen Battaglia, 2020-2023 Treasurer, Illinois ENA

Mail: 23019 W. Lake Shore Dr.
Antioch, IL 60002

Phone: 847.789.6225

Email: treasurer@illinoisena.org