

Expense Item	Expense Item Description (SAM manual/Account Description)	Budget Type	Expense Item Group
Association Dues	Payments to reimburse State employees for membership in professional organizations for State agencies.	710000: Contractual Services	Non-Travel
Breakfast , Lunch and Dinner (Non-Travel Meal and Refreshments)	<p>Payments to reimburse State employees for meals and refreshments incurred in connection with official state business.</p> <p>Refer to F1.03.2 policy for the rates. See policy here: https://www.neiu.edu/about/university-policy/finance</p> <p>Meal: A catered or restaurant-provided breakfast, lunch, or dinner for which employees and/or guests are present for the purpose of conducting substantial and bona fide University business.</p> <p>Refreshments: Coffee and other beverages, snacks, pastries, cookies, crackers, chips, fruit, etc for which employees and/or guests are present for the purpose of conducting substantial and bona fide University business.</p>	710000: Contractual Services	Non-Travel
Mobile Phone	Payments to reimburse State employees for expenses related to telecommunication services.	710000: Contractual Services	Non-Travel
Subscriptions	<p>Payments to reimburse State employees for subscriptions for publications and subscriptions to newspapers, periodicals, newsletters, journals, directories (limited life span), or other publications which are issued periodically, includes online subscriptions up to \$300. Expenses over \$300 must be completed through have a Purchase Order.</p> <p>Excludes software, periodicals and subscriptions used in library operations (741560) and charitable "subscriptions" or contributions of any kind, which cannot be paid from State funds without special legislative action.</p>	710000: Contractual Services	Non-Travel
Supplies	Payments for acquisition of consumable supplies up to total of \$300 . Expenses over \$300 must be completed through a Purchase Order.	730000: Commodities	Non-Travel
Medical, Scientific and Laboratory Supplies	Payments for acquisition of consumable supplies used for medical, scientific, and laboratory purposes up to total of \$300 . Expenses over \$300 must be completed through a Purchase Order.	730000: Commodities	Non-Travel

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Food Supplies	Payments for the acquisition of food and condiments for human consumption including related freight charges, whether or not separately invoiced up to a total of \$300 . Expenses over \$300 must be completed through a Purchase Order.	730000: Commodities	Non-Travel
Z - Expense Reimbursement	Payments to reimburse a state employee for expenditures in connection with Official State business provided the employee adequately accounted for the expenses. Reimbursements are limited to expenses chargeable to a contractual service line. All other reimbursements should be charged directly to the detail object code covering the goods or services performed. Examples include: reimbursements for license; passport; educational exhibits; copying services and equipment rental.	710000: Contractual Services	Non-Travel
Airfare	<p>Payments to reimburse State employees for airfare. Travel on airplanes shall ordinarily be coach class. Reimbursement for first class accommodations on commercial air carriers shall be explained and shall be permitted when any of the following conditions exist:</p> <ul style="list-style-type: none"> ● Regularly scheduled flights between authorized origin and destination provide only first class accommodations. ● Space is not available in coach class in time to carry out the purpose of travel. ● First class accommodations are necessary for reasons of the traveler's health. <p>Fees charged by on-line reservation systems are not reimbursable for flights between Chicago and Springfield.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Baggage Storage, Transfer and Handling	<p>Payments to reimburse State employees for 1 baggage.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Breakfast , Lunch and Dinner (In State and Out-of-State)	<p>Payments to reimburse State employees for meals incurred in connection with official state business as provided by applicable travel regulations.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel

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Car Rental (In-State and Out-of-State)	<p>Payments to reimburse State employees for rental of vehicle incurred in connection with official state business as provided by applicable travel regulations. Certain requirements apply. Please refer to F1.08.1 policy for more information.</p> <p>Reminder: NEIU receive a discounted rate from certain car rental vendors. Employees should reach out to Parking Office or send request to vehicleservices@neiu.edu. Please refer to G2.02.4 policy for more information.</p> <p>See policy here: https://www.neiu.edu/about/university-policy</p>	720000: Travel	Travel
Conference Room Rental	<p>Payments to reimburse State employees for conference room rental incurred in connection with official state business as provided by applicable travel regulations</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Laundry/Dry Cleaning	<p>Payments to reimburse State employees for laundry and dry cleaning incurred in connection with official state business and if they have a travel status for at least seven days.</p> <p>Refer to F1.08.1 (page 6) policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Lodging	<p>Payments to reimburse State employees for lodging incurred in connection with official state business, as provided by applicable travel regulations.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Meals (Travel Day, In-State and Out-of State)	<p>Payments to reimburse State employees for meals incurred in connection with official state business as provided by applicable travel regulations on actual day of travel. The State provides different rates for travel day.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel

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Mileage (In-State and Out-of-State)	<p>Payments to reimburse State employees for mileage between University locations and to other Local Travel destinations. Employees may be reimbursed for travel between their home and University locations other than their Headquarters to the extent the mileage exceeds the employee's regular commute.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Parking/Tolls (In-State and Out-of-State)	<p>Payments to reimburse State employees for travel (parking and tolls) between University locations and to other Local Travel destinations.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Registration Fees less than \$50 (In-State and Out-of-State)	<p>Payments to reimburse State employees for registration fees and conference expenses incurred while attending conferences, seminars, or conventions representing official In-State business which are \$50 or less.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Registration Fees more than \$50	<p>Payments to reimburse State employees for registration fees and conference expenses incurred while attending conferences, seminars, or conventions representing official State business.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel

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Taxi and Ground Transportation (In-State and Out-of-State)	<p>Payments to reimburse State employees for taxicab expenses incurred in connection with official state business as provided by applicable travel regulations. Transportation by airport limousine may be used in lieu of a taxi when available and economical.</p> <p>Employees using ride sharing services on State business may be reimbursed within certain guidelines. Employees are required to use the lowest cost services that car sharing services offer such as “UberX” and Lyft Standard.” Employees will not be allowed to claim reimbursement for rides obtained by using “Uber XL”, “UberSELECT”, “UberBLACK”, “UberSUV”, UberLUX”, or LyftPlus”. Rides obtained during higher cost periods such as Uber’s “Surge Pricing” and Lyft’s “Prime Time” are not reimbursable and if taken must be paid for personally by the employee.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Train	<p>Payments to reimburse State employees for traveling incurred in connection with official state business as provided by applicable travel regulations. Employees traveling on Amtrak for the Chicago/Springfield route will be eligible to claim a maximum reimbursement of \$24.00 each direction. The state discounted rate of \$24.00 is only available for Monday – Friday travel and when making reservations by phone, see the Central Management Services website for details. Departure and arrival times can be found at www.amtrak.com or by calling (800) USA-RAIL.</p> <p>Refer to F1.08.1 policy for more information. See policy here: https://www.neiu.edu/about/university-policy/finance</p>	720000: Travel	Travel
Z - Miscellaneous Expense	<p>Payments to reimburse a state employee for expenditures in connection with Official Out-of State business provided the employee adequately accounted for the expenses. Reimbursements are limited to expenses chargeable to a travel service line. All other reimbursements should be charged directly to the detail object code covering the goods or services performed. This is mostly used for Travel/Study Tours.</p>	720000: Travel	Travel