PROSPECTIVE GRADUATE STUDENT VISITS
REIMBURSEMENT GUIDELINES

The University of Illinois Department of Materials Science and Engineering will reimburse prospective graduate students for travel expenses related to campus visits according to the following guidelines. Note: Students seeking the M.S. degree only are not reimbursed for travel expenses but are provided with lodging and food according to the guidelines.

1. The University will reimburse visitors for expenses up to a maximum of $450 for those who fly into town and up to a maximum of $250 for those who drive.

2. Those who fly must submit their e-ticket confirmation or an original ticket stub plus their travel itinerary in order to be reimbursed.

3. Those who drive will be reimbursed at a rate of 55 cents per mile up to the maximum of $250.

4. Meals on the Friday and Saturday of your visit will be provided. Visitors will go out with graduate student hosts who will pay the bill and be reimbursed later. Note: The University will not reimburse you for alcoholic beverages. Visitors will be responsible for their own meals on Thursday and Sunday.

5. The University will make the reservations and pay for accommodations during the visit. Visitors will share guest rooms at the hotel. The University will pay for three nights’ lodging, so that visitors who fly into town can take advantage of the cheaper airfare for Saturday night stay-overs.

6. The University will reimburse the visitor for transportation to and from Willard Airport. The taxi fare is around $10 from the airport to campus. Visitors should have cash on hand for the driver and ask for a receipt for later reimbursement. Visitors flying into another airport and renting a car may be reimbursed for their rental car, up to a $450 maximum reimbursement for the cost of the airfare plus rental car.

7. Students who plan to visit more than one university are encouraged to piggyback the visits. If so, the cost of the airfare can be split between Illinois and the other school. Students should notify the department before their visit when splitting the expenses with another university.

8. Receipts should be sent to: Graduate Coordinator, Dept. of Materials Science & Engineering, 1304 W. Green St., Urbana, IL 61801. Visitors who drive should inform the Graduate Coordinator of their total mileage for reimbursement. It usually takes at least three weeks for processing. Per IRS guidelines, visitors have 45 days from the date of travel to submit their receipts without it becoming taxable income.

If you have any questions about reimbursement, please contact 217-244-3523.