Forms and Helpful Information

Business Services

Grant and Contract Information

- Faculty/Grants Staff Assignments
- Grant Processing Procedures
- Budget
- Budget justification
- AY 13-14 Grad Rates
- AY 14-15 Grad Rates
- F&A Provisional Rates FY14
- F&A Provisional Rates FY15
- Nondisclosure Agreement
- No Cost Extension
- Sponsored Research Agreement
- Technical Testing Services Agreement under $5,000
- Technical Testing Services Agreement $5,000 and over
- Statements - updated EFAS for viewing monthly statements
- UIUC: Acknowledgements and Disclaimers in Publications for Sponsored Research Projects

Purchasing

- How Do I Buy Something?
- Tax Exempt Letter - Pay no sales tax on purchases from vendors registered in Illinois. ("University of Illinois" and the University's sales tax exemption number are printed on P-Cards.) Cardholders should emphasize the University's tax exempt status and exemption number when placing telephone orders. Purchases from vendors outside of Illinois may or may not be exempt. The University has reciprocity with the following states: Indiana, Michigan, Minnesota, Ohio, and Wisconsin. See Section 18.6, Sales and Use Tax.
- Place an Order
- Misc. Expense Reimbursement Form

Illinois Visitors

Please see the below website for information and forms regarding invited Guests to Illinois (UIUC).

- OBFS site with information about UIUC visitors
- Quick Guide to Paying Short Term Foreign National Visitors
- UIUC visitors travel and reimbursement form

Other information

- Non-Travel Meals (Reimbursement Information)
- Request for Honorarium Payment

Travel

For University approved travel, we can charge airfare, bus, and train tickets to a University of Illinois credit card.

- Employee/Student Reimbursement Request Form
- Per Diem Information
- UIUC Employee Travel Reimbursement Rates
- Request for Travel Approval
  - AE
  - BioE
  - CSE
  - ISE
  - NPRE
- Travel Reimbursement 60 day Policy
- Foreign Travel Reimbursement
TEM / T-Card Job Aids

CHECK BACK OFTEN FOR UPDATES

TEM Resource Page  TEM Application  Add a FOAPAL in TEM  TEMHelp@uillinois.edu  TEMDocs@uillinois.edu

- TCard Airfare
- TCard Business Meal
- TCard Lodging
- TEM-Proxy Travel
- TEM-Student Goods Reimbursement
- TCard Refreshment Rules
- TEM Purpose Definitions

Student Payroll

- AY13-14 Biweekly Payroll Schedule
- AY14-15 Biweekly Payroll Schedule
- Review Earning Statement “Paycheck” on Nessie

Internal P-card forms for card users

- How to Create an Order Log in P-Card
- Policies and procedures, Section 7.6 The University P-card