Travel and Expense Management (TEM) and T-Card
Original Receipts

Per TEM and T-Card policy, original receipts are to be retained by the unit as follows:

**TEM –**

**OBFS Policy**

For travel and miscellaneous reimbursements, "Retain original documents received before scanning and submitting to the Travel Expense Management System (TEM) for 1 year."

**Office Policy**

For all TEM travel and miscellaneous reimbursements, all originals for any transaction containing receipts should be maintained by the Office as follows:

**Chicago** – Original receipts, including the TEM expense report, are to be submitted to the Director at UIC. The Director will collect original receipts and will submit to the Executive Director’s office. The Executive Director’s office will retain original receipts in a central repository for a period of one year.

**Urbana and Springfield** – Original receipts, including the TEM expense report, are to be submitted to the Executive Director’s office. The Executive Director’s office will retain original receipts in a central repository for a period of one year.

The office will not retain copies for any TEM travel reimbursements that do not contain a receipt (i.e., those trips that are for mileage reimbursement only or that contain travel reimbursement expenses under $10, which do not require a receipt).

**T-Card –**

**OBFS Policy**

“…all original receipts and related documents are retained in alignment with unit policies or for one-plus-current year, whichever is greater.”

**Office Policy**

For all T-Card expenses, all originals will be maintained by the Executive Director’s office. The Executive Director’s office will retain original receipts in a central repository for a period of two years (one-plus-current year).