

UAH Campus Implementation of University of Alabama System Travel Guidelines Effective September 8, 2005

The Board of Trustees of The University of Alabama Board Rule 413, Travel Guidelines, are the official guidelines for The University of Alabama in Huntsville. The following are campus specific guidelines. Copies of Board Rule 413 may be obtained from the Office of the Vice President for Finance and Administration upon request.

I. General

It is the policy of the University to reimburse its employees who travel at the request of the University for reasonable and necessary expenses incurred while traveling on authorized University business. The implementation of this policy is reflected in the spirit of the guidelines set forth below and in Board Rule 413. In this regard, these guidelines are not intended to replace the good judgment of those responsible for their execution. Circumstances and differences in responsibilities may dictate exceptions. In such cases, appropriate action should be characterized by prudence and a responsibility to safeguard public funds.

These guidelines do not preclude more restrictive internal approval procedures which department heads, deans, etc. may choose to implement internally and monitor themselves for their own accounts.

A. Necessary and actual expenses Only actual and necessary expenses of official travel are reimbursed. All travel must be by the most economical route practical and any person traveling by another route, without adequate justification, must assume any additional expense incurred. Where for the traveler's personal convenience there is interruption of travel or deviation from the direct route, the travel allowance may not exceed that which would have been incurred on uninterrupted travel.

B. Official Station The official station of an employee is the office and/or campus to which an employee is normally assigned. Transportation costs between an individual's domicile and official station are not allowed.

C. Timeliness To ensure that the University's travel reimbursement policies continue to qualify as an "Accountable Plan" (as defined by Internal Revenue Service guidelines), all travel expense claims must normally be filed within sixty (60) days of the date that the expenses were incurred.

D. Transportation Responsible personnel must ensure that all transportation modes and practices are the most economical obtainable under the circumstances of the travel involved, consistent with their programs, practicality, and the best interests of the University.

E. Reimbursement from Funds Available Through Outside Contract If reimbursement is to be made from funds available through a contract between an outside sponsor and the University and such contract expressly provides a measure of reimbursable travel expense, persons traveling in the service of the University will be reimbursed in accordance with the terms of the contract but cannot be reimbursed in excess of the amount allowed by University Guidelines.

II. In-State Travel

A. Travel Authorization A Travel Authorization form is required for all reimbursable in-state travel on contracts and grants.

B. Per Diem Reimbursement for travel within the state is at per diem rates as established by State regulations. The per diem includes all charges for meals, lodging, gratuities, and laundry where allowable. The current per diem regulations are:

- No travel allowance will be paid for a trip of less than six hours.
- For a trip from six to twelve hours, a meal allowance of \$11.25 will be paid.
- For a trip in excess of twelve hours, the traveler will be paid \$30, which is the meal allowance plus one-fourth of the prevailing per diem.
- For an overnight trip, \$75.00 per day will be paid.
- When a traveler has been stationed at the same place for two consecutive months, the per diem will drop to \$56.25 per day.
- An overnight trip of less than 100 miles (to include Birmingham) for one night requires prior approval from the supervisor and the accounting department.

If an employee does not wish to receive the per diem (in full or partial) he/she must state in writing that they voluntarily forfeit the per diem due them.

C. Privately Owned Vehicles Travel by private vehicle within the State is authorized. Mileage in lieu of actual transportation expenses may be reimbursed per mile in accordance with State regulations.

D. Receipts Receipts should be obtained whenever possible for any travel expenses, but are required for all registration fees, air fare, rail and bus fare, emergency repairs, gasoline and oil purchases for state owned vehicles, and for any other expense greater than \$75.

III. Out-of-State Travel

A. Travel Authorization A Travel Authorization form is required for any out-of-state travel that is to be reimbursed by UAH. The form must be approved in advance by the appropriate Vice President/Provost.

B. Travel Advances Travel advances to University individual employees are strictly prohibited by State regulation.

C. Privately-Owned Automobiles Travel by private vehicle is allowed when authorized on the Travel Authorization form. Mileage in lieu of actual transportation expenses may be reimbursed per mile in accordance with State regulations.

D. Receipts Receipts should be obtained whenever possible for any travel expenses, but are required for all registration fees, air fare, rail and bus fares, hotel bills, rental vehicles, emergency repairs, gasoline and oil purchases for state owned vehicles, and for any other expense greater than \$75.

E. Early Departure or Late Returns A memo is required to justify an employee leaving on an early travel date or returning late. The justification should document the reduction in the total travel costs.

F. Meals Reimbursement for meal expenditures **may not exceed an average of \$40 per day for the total duration of the trip for travel** within the United States (i.e. if trip elapsed over 5 days then total meals should not exceed \$200). All meals should be listed separately based on actual cost.

Expenses for meals incurred on travel outside the United States shall be reimbursed at actual and reasonable amounts.

G. Hotel Expenses Hotel expenses should be broken down on a per day basis. The amount should include the room charge plus any applicable room taxes and should not include any

telephone, meal, or parking expenses. The University cannot reimburse expenses for movie rentals. If two employees share a hotel room, each employee should record 1/2 of the cost on his/her voucher. The employee who paid for the room should attach the original receipt to his/her voucher. The other employee should attach a copy of the hotel receipt with an explanation that a room was shared and that the original receipt is with the other employee's travel voucher. If a non-employee shares a room, the employee can only be reimbursed the single room rate.

H. Air, Rail or Bus Fares Tickets purchased by the individual cannot be reimbursed until the trip is complete. A receipt from the airline (versus a credit card slip) is required.

I. Other Allowable Expenses The following are allowed for reimbursement:

- Baggage Charges for baggage in excess of the weight carried free by common carriers are allowable if such excess is used exclusively for official business. Storage and handling charges may also be allowed on the same conditions.
- Gratuities Tips to waiters, taxi drivers, and/or housekeepers are allowable when deemed by administration to be reasonable and necessary. Gratuities claimed as travel expenses should be consistent with levels generally accepted, taking into account geographical location, types of services provided, and any special circumstances.
- Porterage Reasonable expense for baggage handling services are allowable for delivery to or from a common carrier and delivery to or from a lodging accommodation.
- Registration Fees The payment of registration fees, which are required as admittance fees for participation in meetings, are allowable. Meals included as part of the registration fee may not be claimed separately. Organizational membership dues, as distinguished from registration fees, shall not be processed for payment as travel.
- Telephone and Facsimile Expenses for necessary official telephone and facsimile services are allowable. Whenever possible, telephone calls to an activity's central office shall be made direct dial.
- Other Other miscellaneous expenses including laundry, valet service, and other similar personal expenses are allowable provided that they are incurred incidental to official travel and are necessary in the performance of official duties.

J. Non-Allowable Expenses The following (not all inclusive) are not allowed for reimbursement:

- Annual dues to associations or societies.
- Miscellaneous supplies.
- Alcoholic beverages.
- Personal phone calls.
- Entertainment expenses.

K. Signature Requirements All travel to be reimbursed by UAH must be approved on a Travel Authorization form in advance by the appropriate Vice President/Provost. The traveler's immediate supervisor must sign travel expense vouchers. Employees may not approve their own reimbursement.

L. Interrupted Travel If there is an interruption of travel or deviation from the direct route, the reimbursement allowed will not exceed that which would have been allowed if the travel was not interrupted. Any deviation must be explained in writing and attached to the travel voucher so that the correct amount of reimbursement can be determined.

M. Expenses Paid on Behalf of Others It is not permissible to include expenses paid on behalf of others in an employee's travel reimbursement voucher. Each traveler must report his/her own expenses.

N. International Travel Procedures for international travel are the same as for travel within the United States. An employee may exchange currency several times during a trip at different rates; however, one exchange rate can be used for all travel conversions. The conversion rate must be shown on the travel voucher. Persons traveling under federally funded accounts (cost share and contracts & grants funds/orgs) should be aware of and adhere to U.S. Flag Carrier regulations (FAR 47.4).

O. Rental Cars The use of a rental car must be approved in advance on the Travel Authorization form as a separate line item. This will provide insurance coverage under the University's automobile liability policy.