

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
TRAVEL MANUAL**

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GENERAL TRAVEL POLICIES

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. 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.

1. 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. The reimbursable mileage between UAH and the Huntsville Airport is 10 miles each way. When business trips originate or terminate at the traveler's home because of convenience to the traveler, mileage reimbursement to the employee must be the lesser of the amount based on the distance between home and destination or the amount based on the distance between official station and destination.

2. Travel Vouchers

All travel expenses must be submitted on an approved travel voucher form after completion of the trip. Receipts and other documentation of the total costs of the trip must be submitted along with the travel voucher. Only actual and necessary expenses of official travel are reimbursed. The travel voucher must be signed on the line marked "Signature of Traveler" by the employee who traveled.

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.

When personal travel is combined with business travel, a clear separation must be made between business and personal travel. The traveler should do a cost comparison when combining business and personal travel.

Airfare comparisons must be made at the time of ticket purchase, and included with the travel voucher for documentation. Any additional expenses incurred as a result of an indirect route or interruption of travel will be absorbed by the traveler.

3. Prompt Submission

If the travel voucher is submitted more than sixty (60) days after the completion of travel, the reimbursement is considered taxable income to the traveler unless a reasonable justification for an exception is presented. The reimbursement will be

added to the employee's W-2 form. Federal tax regulations require that substantiation of reimbursable expense be made within a reasonable period. Under the IRS safe-harbor rule, that period is sixty (60) days.

Examples of reasonable exceptions include, but are not limited to:

- a. Extended personal illness
- b. Death in the family
- c. Travel outside of country for an unexpected period of time
- d. Unforeseen circumstances, which must be explained

Forgetting to file for reimbursement or losing the voucher in a desk are not reasonable exceptions.

4. Documentation of Costs

Detailed receipts should be obtained whenever possible for any travel expenses, but are required for registration fees, air fare, rail and bus fares, hotel bills, rental vehicles and fuel, taxi fares, parking fees, tolls, emergency repairs, gasoline, and oil purchases for state-owned vehicles, and for any other expense greater than \$75. An original receipt, including method of payment or proof of payment, should be attached to the travel voucher form.

If an original is lost, a copy of the receipt must be obtained from the airline, hotel, or the travel agent. The University may consider accepting the following documents:

- a. Credit card charge slip
- b. Credit card statement
- c. Cancelled check, including reverse side
- d. Bank statement

Conference registration fees paid are reimbursable following the conference by documenting the expense registration along with the travel voucher. Documentation must include information listing any meals included in the registration fee. When speaking at a conference for which there is no registration fee, documentation must be provided to prove attendance, such as an attendance roster or a formal agenda showing the traveler's name as a speaker.

5. Approval of Travel Reimbursement

All official University travel must be approved in advance on a Travel Authorization form by the appropriate Vice President or designee. The travel authorization should be signed on the line marked "Traveler" by the employee who traveled. Amended travel authorizations require initial and date of approver.

The traveler's expense voucher must be signed by the immediate supervisor or appropriate designee. The traveler should sign the expense voucher on the line marked "Signature of Traveler". Employees may not approve their own reimbursement.

Each travel authorization and the associated travel voucher should specify clearly the purpose of the trip. The trip purpose should explain all activities associated

with the trip. To classify the purpose as a discussion, research, or a visit is insufficient to comply with appropriate regulations.

All conference travel reimbursement must include brochures, agenda, and schedule of meetings.

Deans and directors may establish additional reimbursement approval policies and procedures for accounts for which they are responsible, as long as such policies are documented and consistent with the University Travel Policy.

If for any reason, a travel authorization is done after the fact, an after the fact justification must be submitted in writing with the travel voucher.

6. Contract and Grant Travel Reimbursement

Travel charged to a contract or grant should follow the guidelines set forth by this policy unless the funding agency imposes greater restrictions. The terms of a particular contract or grant should be referred to for guidance concerning allowable expenditures and/or travel approval requirements. The Office of Sponsored Programs should be contacted when there is a question pertaining to a particular contract or grant.

The Office of Sponsored Programs must approve all travel authorizations in advance of a trip.

The Principal Investigator responsible for the contract or grant account must approve the travel authorization in advance of the trip.

The University's federal contract and grant funds may not, by federal law, be used to make reimbursements for business entertainment incurred during official travel.

All sponsored research travel requires the following statement to be on the invoice: "Alternate means, such as Video Teleconference (VTC) or other web-based communications are not sufficient to accomplish travel objectives. (Insert specific justification)."

It must also be stated on the invoice that the "airfare was purchased at the lowest airfare available".

2 CFR 200.413 provides the criteria for charging direct costs to federally sponsored programs. The basic principle is that costs directly charged to a sponsored project must be allocable, allowable, reasonable, and treated consistently.

"Direct Costs are those costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy." 2 CFR 200.413(a).

Any travel charged to sponsored projects must directly benefit the contract or grant to be allowable. Effort during travel should be charged to the same sponsored project as travel. If the travel is not charged to the same sponsored project, the Principle Investigator must provide a justification with the travel

reimbursement voucher to explain how the travel can be identified specifically with the sponsored project.

7. 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. Personal calls are unallowable.
8. Laundry Services
Employees in travel status for more than seven (7) days are eligible for up to \$25 of laundry service every seven (7) days. Only actual laundry expenses are reimbursable, and receipts are required.
9. Travel during Sabbatical Leave
Travel expenses during a sabbatical may be reimbursed if they are connected to University duties. Prior approval is required.
10. Travel Advances
UAH does not advance funds for travel expenses to its employees.
11. Multiple Reimbursements
The University will not reimburse an employee for expenses being funded by another organization. No employee may ask the University to prepay any expenses that the employee expects to be reimbursed by a third party.
12. Prohibited Expenses
Non-reimbursable expenses include but are not limited to the following:
 - a. Alcoholic beverages and taxes
 - b. Clothing or toiletry items
 - c. Commuting between home and campus
 - d. Airline club membership
 - e. Expenses related to vacation or personal days taken before, during, or after a business trip
 - f. Collision (CDW) or loss damage (LDW) on rental cars except for foreign travel
 - g. Loss or theft of airline tickets
 - h. Loss or theft of personal funds or property
 - i. Lost baggage
 - j. Luggage and briefcases
 - k. Magazines, newspapers, and personal reading materials
 - l. Medical expenses while traveling
 - m. Personal entertainment charges such as movies, spa/health clubs, sightseeing tours, golf outings, etc.
 - n. Personal grooming services
 - o. Pet care
 - p. Saunas, massages, and similar types of activities
 - q. Shoe shines

- r. Souvenirs or personal gifts
- s. Travel accident insurance premiums
- t. Parking tickets or other traffic fines
- u. Tobacco products
- v. Personal travel insurance
- w. Spouse/family travel expenses except as stated in the spouse/family section
- x. Safe charges
- y. Keys locked in personal vehicle or towing of automobile used for University business

13. Special Travel Requirements

Special travel requirements that are not covered by the above policies require an explanation in writing to the Business Services Office. Requirements must be approved prior to travel in order to be eligible for reimbursement.

14. Accounting for Savings by Early Arrival

If an employee chooses to arrive early for a conference or meeting to take advantage of reduced airfare, the employee must reconcile the standard coach/economy airfare with the reduced airfare, the additional hotel and meal expenses, and any other expenses that were incurred because of early arrival. This must be submitted with the travel voucher.

15. Trip Cancellation

The University will reimburse an employee for nonrefundable expenses when cancellation of a trip is necessary due to conflicting University business, or an illness or death in the employee's family.

16. Travel Time

En-route expenses are limited to one day each way.

17. Student Recruitment

Meal charges related to student recruitment cannot be reimbursed on a travel voucher. Any such charges must be submitted separately on a Miscellaneous Voucher.

TRANSPORTATION

1. Travel Route

For official University travel, employees should use the most economical route available. Mileage is calculated from the employee's official work station. If official travel begins at home and it is closer to the destination, mileage is calculated from home.

2. 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.

3. Taxis and Other Ground Transportation

The University may reimburse ground transportation and related expenses such as shuttle bus (between airport and hotel), taxi, bus, subway, train, and parking. Limousine services are only allowed when justified business reasons preclude the use of more economical modes of transportation. Care should be given to use the lowest cost transportation. Original receipts are required.

4. Air Travel

All UAH staff, faculty, student, and University visitors traveling on official business are expected to travel at the lowest available airfare. Employees should plan well in advance to obtain the most economical airfare available. Only coach/economy fares are reimbursable unless warranted by a medical condition approved by the traveler's physician. A traveler with a physician-approved medical condition may be reimbursed business class fare, but not first class. The physician approval must be submitted with the travel voucher.

Tickets may be purchased with traveler funds, P-Card, or through the Office of Procurement Services. The airfare ticket receipt, trip itinerary, and any other documentation provided by the airline must be attached to the travel voucher even though the University prepaid the tickets.

The costs of ticket life insurance and ticket cancellation insurance are not reimbursable. Reimbursement for tickets cannot be made until after the trip has been completed.

When using internet vendors such as Expedia, Travelocity, etc. to make travel arrangements for package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car.

Travel by private plane on official University business must be approved by the appropriate Vice President. Use of private planes should be limited to those situations for which air travel is justified and where commercial service is either not available between departure and destination points and cannot accommodate necessary time schedules.

Travel by privately-owned aircrafts is authorized only if the owner of the aircraft is insured under a policy of liability insurance providing coverage for third-party bodily injury and property damage.

Reimbursement for the use of privately-owned aircrafts will be at the current mileage rate for in-state travel and the out-of-state rate will be at the coach/economy rate. If commercial airline is unavailable at an airport, reimbursement will be in accordance with state regulations for private vehicle travel.

5. Rail Travel

The University will reimburse the cost of train fare not to exceed the cost of coach airfare. The original receipt for the rail fares, trip itinerary, and any other documentation provided must be attached with travel voucher.

6. Documentation of Prepaid Airfare and Rail Fare

To claim reimbursement for the cost of prepaid airfare and rail fare, a receipt, including dollar amount and method of payment or proof of payment, must be submitted along with the travel voucher. The ticket receipt must always be submitted with the travel voucher. The trip itinerary indicating the traveler's name and the fare/cost along with applicable departure and destination cities, dates, and times must always be submitted with the travel voucher. This is required whether the employee or the University purchased the ticket.

Any other documentation provided by the airline should also be submitted with the travel voucher.

7. Local (Auto) Transportation

Employees may be reimbursed for local personal mileage at the authorized per-mile rate. Employees should be approved in advance by the appropriate Vice President.

For frequent local travel, claims should not be submitted on a per-trip basis. Instead, employees who make frequent local trips should keep a mileage log and submit claims at appropriate intervals. The interval claims must be less than sixty (60) days to comply with IRS regulations treating reimbursements after sixty (60) days as taxable income subject to withholding.

Reimbursement must include the date, destination, and reason for the trip along with the recorded mileage.

Under normal circumstances, employees will not be reimbursed for intra-campus travel when a personal vehicle is used. If extenuating circumstances exist, documentation of these circumstances should be submitted to the appropriate Vice President for approval. If the Vice President approves, a copy of the approval should be attached to the In-State Travel Voucher.

8. University Motor Pool Transportation

University-owned vehicles may be used for official travel. The vehicles are available on a first-come, first-served basis to properly licensed adults who are employed by or enrolled in the University. Contact the motor pool to reserve a vehicle.

A gasoline credit card is provided to buy fuel for University vehicles when they are operating on official business. It is prohibited to use a University card to buy fuel for privately owned vehicles.

9. Privately-Owned Automobile Transportation

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. The traveler will be required to pay all operating expenses of the vehicle including fuel, repairs, and insurance.

The University makes reimbursements for the round-trip mileage between an employee's base and destination. The mileage between an employee's residence and official travel station is not reimbursable. If an indirect route is

used, mileage as indicated in the Rand McNally atlas or MapQuest will be considered official.

The University does not assume liability for damage to personal automobile used on University business and does not assume liability for deductibles or any other uninsured loss to the vehicle.

Parking and/or toll charges incurred are reimbursable when University or private vehicles are used for official business. The University will not reimburse for parking fines or moving violations or for expenses incurred because of lost keys or keys locked in vehicles.

When two or more passengers travel in one private vehicle on official University business, only one employee may claim reimbursement for mileage.

Reimbursement for mileage of any kind cannot exceed the coach/economy airfare to the destination plus airport transportation costs. When traveling by private vehicle, the traveler must provide a comparison between the cost to drive and the cost to fly.

Travelers should use the most economical and efficient means of transportation. Individual circumstance will determine what is reasonable but generally, a trip of 400 miles or less one-way does not require a comparison between the cost to drive and the cost to fly. The cost to drive includes, mileage, lodging, meals, tolls and parking to and from the destination. The cost to fly includes airfare, mileage, and reasonable travel expenses between campus and airport and airport to hotel in the destination city. The airfare should be based on coach fare with at least a 14 day lead time obtained prior to departure. The University will reimburse the lesser of the cost to fly or drive. Include the calculations to support the necessary documentation.

10. Rental Vehicles

The University will reimburse the traveler for the cost of renting a compact or medium size car and automobile related expenses if use of the rental vehicle is the most economical mode of transportation. Full size cars or vans are allowed for groups (employees or students) when traveling on official University business. The University will not reimburse for luxury automobiles or upgrades unless there is no additional charge.

Before renting a vehicle, the traveler should consider shuttle services and taxis, particularly for transportation between the airport and lodging.

If a rental vehicle is needed from the Huntsville vicinity, the employee must contact Procurement Services to rent the vehicle, in order to provide for liability coverage.

In the event that the use of a rental vehicle is necessary at the traveler's destination, it must be rented in the name of the University and the traveler so both the driver and the vehicle are covered by the University's liability insurance. The University's liability insurance includes a rider providing comprehensive and collision for vehicles rented at destination only. A Certificate of Insurance is available from Business Services.

The University will not reimburse for an additional driver unless he/she is an employee of the University traveling on official University business.

The University will not reimburse for navigational aids.

Other types of insurance on rental vehicles (such as personal effects or supplemental liability coverage) are considered to be a personal expense and will not be reimbursed.

Car rental expenses will only be reimbursed when pre-authorized on the Travel Authorization form.

It is recommended that comprehensive insurance be purchased when foreign travel is involved.

Collision (CDW) or loss damage (LDW) on rental cars will not be reimbursed, except for foreign travel.

Any personal portion of the cost of the rental car must be subtracted from the rental bill before requesting reimbursement.

11. Accident Procedures

In the event you have an automobile accident while traveling on University business, please consult the Business Services Manual of Policies and Procedures.

IN-STATE TRAVEL FOR UAH EMPLOYEES

When a University employee travels within the state of Alabama on official University business, there are two options for being reimbursed.

1. Travel Authorization

Authority and responsibility for approving travel by employees must be approved in advance by the appropriate Vice President or designee. Additionally, all contracts and grants must be approved by the Office of Sponsored Programs and the Principal Investigator responsible for the contract or grant account. The Travel Authorization form should be signed on the line marked "Traveler" by the employee who traveled. Amended travel authorizations require initial and date of approver.

2. In-State Reimbursement for Actual Expenses

In accordance with the Code of Alabama 36-7-21, prior approval must be obtained from the President or his/her designee for in-state travel seeking reimbursement for actual expenses. Employees traveling within the state of Alabama may be reimbursed for their actual expenses for lodging (in accordance with Out-of-State Lodging policies) and actual expenses for meals and incidentals up to the appropriate GSA per diem rate in addition to the actual expenses for transportation. The purchasing card is the preferred method of payment for conference registration fees, lodging, allowable ground transportation, and parking fees. Personal meals

and incidentals cannot be charged to the purchasing card.

3. In-State Per Diem Reimbursement

The employee can be reimbursed on a per diem basis established by the State for expenses other than transportation. The per diem includes all costs for lodging, meals, and gratuities. Current Alabama per diem rates are maintained on the Business Services website (<https://www.uah.edu/business-services/travel-information>).

Employees within reasonable travel distance from their base are expected to return to base. Individual circumstance will determine what is reasonable, but generally a trip of 100 miles or less one-way may not require an overnight stay. If an overnight stay is necessary for travel less than 100 miles, a business purpose statement is required with the Travel Voucher detailing why the overnight stay was necessary.

Only an employee can decide to waive per diem. A University department cannot force an employee to waive per diem. An employee can choose to waive all or part of his/her per diem and should document so with their Travel Voucher.

4. No Overnight Stay Required

When an employee's official travel does not require an overnight stay, the University will reimburse that employee for meals depending on the length of the employee's travel.

No travel allowance shall be paid for a trip of less than six hours duration. For travel of more than six hours which does not include an overnight stay, the University will reimburse that employee for a meal allowance according to the current per diem rates.

Meal allowances for travel not requiring an overnight stay will be treated as taxable income per IRS rulings (Revenue Rulings 75-170 and 75-432). Tax withholding will be deducted from a subsequent paycheck.

5. Receipts

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

OUT-OF-STATE TRAVEL

1. Travel Authorization

Authority and responsibility for approving travel by employees must be approved in advance by the appropriate Vice President or designee. Additionally, all contracts and grants must be approved by the Office of Sponsored Programs and the Principal Investigator responsible for the contract or grant account. The Travel Authorization form should be signed on the line marked "Traveler" by the employee who traveled. Amended travel authorizations require initial and date of approver.

The purpose of the trip must be adequately described. Single words such as

meeting, research, or conference would not be adequate. If there are multiple destinations involved during the travel, an itinerary and purpose for each location should be specified.

If for any reason, a travel authorization is done after the fact, an after the fact justification must be submitted in writing with the travel voucher.

2. Out-of-State Travel Vouchers

Requests for reimbursement for out-of-state employee travel must be submitted on an Out-of-State travel voucher. Travel vouchers must be filed within sixty (60) days of travel. Travel reimbursements submitted subsequent to sixty (60) days after the completion of the trip will be treated as income subject to withholding according to federal tax regulations. Withholding will be taken from a subsequent salary check.

Receipts and other documentation of the total costs of the trip (including any prepaid expenses) must be submitted along with the travel voucher. Documentation must include information detailing meals included in a registration fee. This might be the conference registration information or the daily meeting schedule. Any expenses paid by a third party should be noted on the travel voucher.

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. However, authorization may be issued permitting a faculty member to pay airfare and hotel charges for a student who does not have sufficient funds to finance a trip. Each student must have a travel authorization and certify there will not be a reimbursement request for those expenditures. Any reimbursement request for meals and incidental expenses by the student must be submitted at the same time as the faculty member's travel voucher.

3. Lodging

Accommodations should be prudently planned, so that the best interests of the University are served at the most reasonable cost. Anyone traveling on University business is expected to exercise the same economy that a practical person would exercise when traveling on personal business.

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. An itemized receipt from the hotel must be attached to the travel voucher. A credit card receipt or a receipt from a travel agency is not acceptable.

If two employees share a hotel room, each employee should record half (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.

4. Meals and Incidental Expenses

Meals and incidentals for partial day trips for UAH employees with no overnight stay will be reimbursed depending upon length of travel in the same method as in-state travel. In-state partial day per diems will apply regardless of the travel destination.

Meals and incidental expenses (M&IE) will be reimbursed for UAH employees for overnight travel using a per diem method of a flat sum to cover expenses for each travel day. This amount is a per diem and will be paid to the traveler based on the days of travel and the travel destination.

Meals and incidental expenses for non-UAH employees for overnight travel regardless of travel destination will be reimbursed based on actual expenses including gratuities up to the established GSA rate for the Continental United States (CONUS). Meals and incidental expenses for non-UAH employees for partial day trips will be reimbursed based on actual expenses including gratuities up to the applicable amount depending upon the length of travel in the same method as in-state travel.

Incidental expenses covered by the M&IE per diem include fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

- The U.S. General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS). GSA rates can be found on the GSA website at www.gsa.gov/perdiem. If the city or county of the travel destination is not listed, then the standard CONUS M&IE rate applies.
- The U.S. Department of Defense (DOD) establishes per diem rates for overseas non-foreign areas such as Alaska, Hawaii, Puerto Rico, and Guam. The DOD rates can be found on the DOD's Per Diem, Travel, and Transportation Allowance website at www.defensetravel.dod.mil.
- The U.S. State Department establishes per diem rates for foreign overseas locations (for example, Canada, Aruba, Bahamas, Europe, etc.). The State Department rates can be found on the State Department's website at <https://aoprals.state.gov> by selecting the country of the travel destination and searching for the appropriate city or region of travel.

On the first and last travel day, travelers are eligible for 75 percent of the total M&IE rate for the travel destination.

The GSA provides a breakout of each per diem rate into separate amounts for breakfast, lunch, and dinner, and incidental expenses. If a traveler's trip includes meals that are already paid for by the University or a third party (such as through a registration fee for a conference), the traveler should use the GSA meal amounts to deduct those meals from the per diem.

Meals while in travel status are not allowable on the P-Card. Meals that are classified as business entertainment with a documented business purpose are allowed on the P-Card subject to the conditions regarding business entertainment included in the UAH Spending Policy.

5. 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 of generally accepted, taking into account geographical location, types of services provided, and any special circumstances.

6. Baggage Handling:

Reasonable expense for baggage handling services is allowable for delivery to or from a common carrier and delivery to or from a lodging accommodation.

INTERNATIONAL TRAVEL

International travel consists of travel to any destination outside of the United States and its possessions, territories and entities. Procedures for international travel are the same as for travel within the United States, with the following exceptions:

1. Conversion Rate

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.

2. Federally Funded Airfare

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). Prior approval is required from the sponsoring agency for foreign travel on federally sponsored contracts and grants. The Office of Sponsored Programs is responsible for ensuring that prior approval is obtained for foreign travel before approving the Travel Authorization form. If prior approval is not obtained, an after the fact justification must be attached.

3. Rental Vehicles

When renting a vehicle in a foreign country, it is recommended that all local, statutory and optional coverage, including collision damage insurance, be purchased.

INDEPENDENT CONTRACTOR

Those individuals and companies that have contracts with the University to provide professional services, as defined by the IRS regulations, are independent contractors (IC).

If the agreement with the IC provides for a fee plus travel expenses, reimbursement is made according to the contract signed by the parties but may not exceed the limits stated in the out-of-state travel policies.

PROSPECTIVE EMPLOYEES

1. Miscellaneous Disbursement Voucher

Requests for reimbursement for the travel expenses of prospective employees must be submitted on a Miscellaneous Voucher form.

A letter should be addressed to the visitor prior to departure informing the traveler of the necessity of obtaining receipts for *all expenditures* and keeping a record of trip expenses. Reimbursement will be in accordance with University of Alabama in Huntsville travel policy. This letter should be attached to the miscellaneous voucher.

2. Transportation
Prospective employees will be reimbursed for a rental vehicle when required.
3. Lodging
Lodging expenses for prospective employees will be reimbursed for the actual cost of a single occupancy rate. Travel for the spouse of a candidate may also be authorized for the employment interview. Double occupancy room rate will apply when interviewee and spouse are invited.
4. Meals
Prospective employees will be reimbursed for the actual cost of their meals up to \$60 a day. Detailed receipts must be provided, regardless of the amount.
5. Miscellaneous Expenses
The miscellaneous travel expenses of prospective employees will be reimbursed according to the out-of-state travel guidelines. Please refer to the listing of prohibited expenses.
6. Reimbursement for Prospective Employee Travel
Reimbursement for expenses incurred by prospective employee travel requires an itemized record of the actual cost of transportation, lodging, meals, and miscellaneous expenses to be included. Itemized folio receipts for lodging and original receipts for all other expenses should be submitted with the miscellaneous voucher.

When a spouse of a prospective employee is authorized to travel, the traveling expenses incurred by the spouse are reimbursed. The University does not reimburse travel expenses of other family members.

SPOUSE/FAMILY TRAVEL

1. Approval for Payment
As a general rule, the University does not reimburse employees for travel expenses incurred by their spouses or other family members.

STUDENT TRAVEL

1. Reimbursement for Student Travel
Students who travel at the request of the University can be reimbursed reasonable and necessary travel expenses using the same guidelines detailed in the UAH Travel Policy for employees. Students should work with their employee advisor or department budget unit head/staff assistant in order to ensure the proper pre-approvals are obtained, to assist with planning the travel, and to complete the reimbursement process.

2. Approval for Payment

In cases when the student is unable to pay the travel expenses upfront, the student advisor or faculty member can pay for the travel expenses for the student and be reimbursed.

Any student that requests in-state per diem/expenses charged to a contract and grant account or any out-of-state travel expenses to be reimbursed or paid on their behalf is required to submit a travel authorization, signed by the traveler and appropriate approver(s). If student expenses are being paid by someone other than the student traveling, it should be noted on the travel authorization.

3. Travel Advances

Student groups traveling on behalf of the University follow the guidelines detailed in the UAH Travel Guidelines for employees in addition to the group travel Cash Advance Guidelines. Student groups who travel may receive advance payment for travel expenses. Except for UAH student athletic team travel and other UAH sponsored registered student organization travel, advance payment for travel expenses are not allowed.