

Department of Procurement & Business Services

Procurement Month 2024 Training

TRAVEL PROGRAM

UAH Travel Guidelines

"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.'

UAH Travel Guidelines

Travel Information Webpage

- Travel Policy Updates
 - Meals GSA Per Diem
 - Driving to airport vs. Uber/Taxi
 - AirBnB / VRBO
 - Alabama In-State Travel Policy
 - Registration Fees

- Travel Policies
- Travel Forms
- Mileage Rates
- Helpful Videos

https://www.uah.edu/business-services/travel-information





Admission & Aid

Academics

Campus Life

Research

e Athletics

News

BUSINESS SERVICES



Travel Information

BUSINESS SERVICES

Forms

Travel Information

Faculty & Staff Services

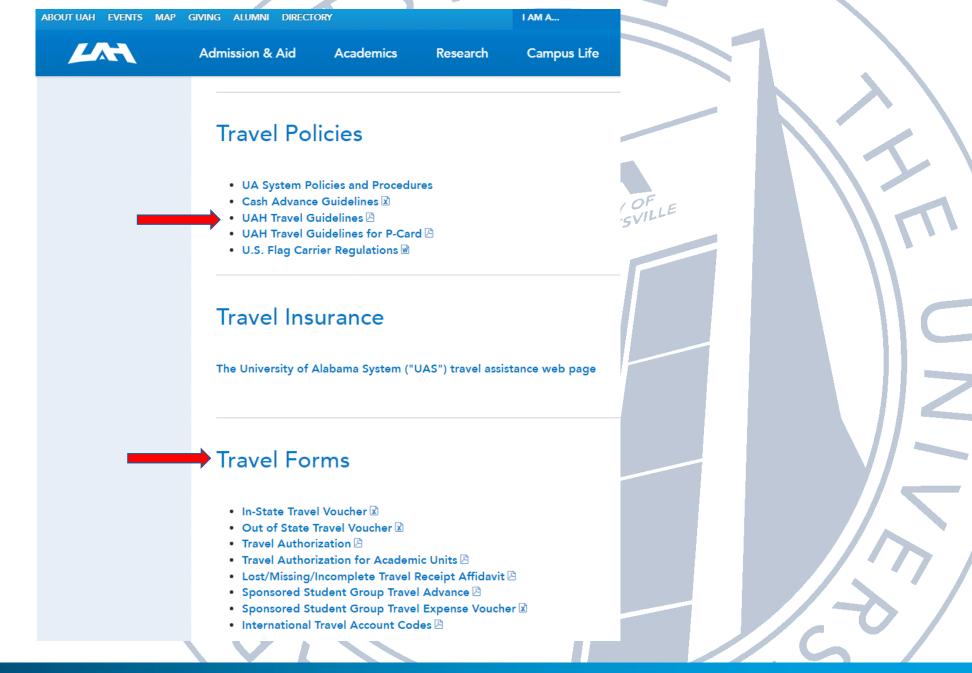
Welcome to Business Services

We hope you will find valuable and timely information that will assist you in understanding business processes that support UAH.

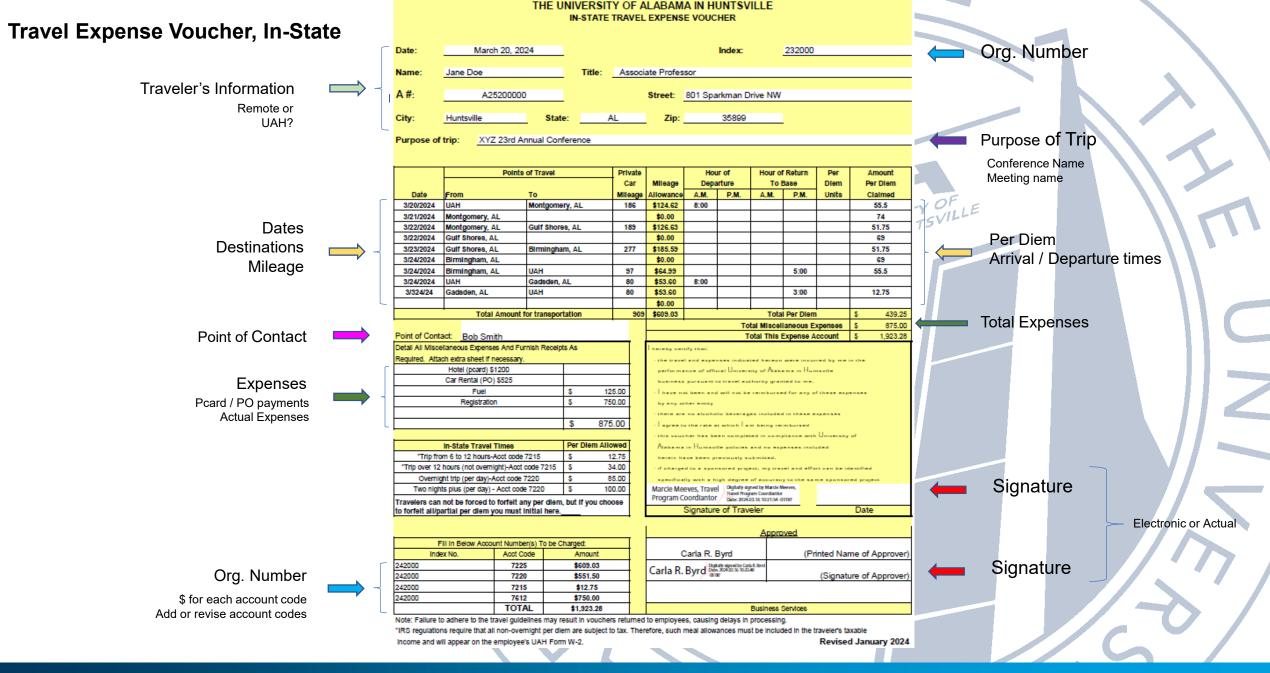
Forms » Travel Information »

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Organizational Chart A









In-State Travel

Alabama In-State Per Diem

Per Diem covers Lodging, Meals, and Tips

- \$85 One Night Stay
- \$100 Two+ Nights Stay
- \$12.75 6-12 Hours travel time
- \$34.00 12+ Hours travel time

GSA Per Diemsity Sille THE DIEM IN HUNTSVILLE

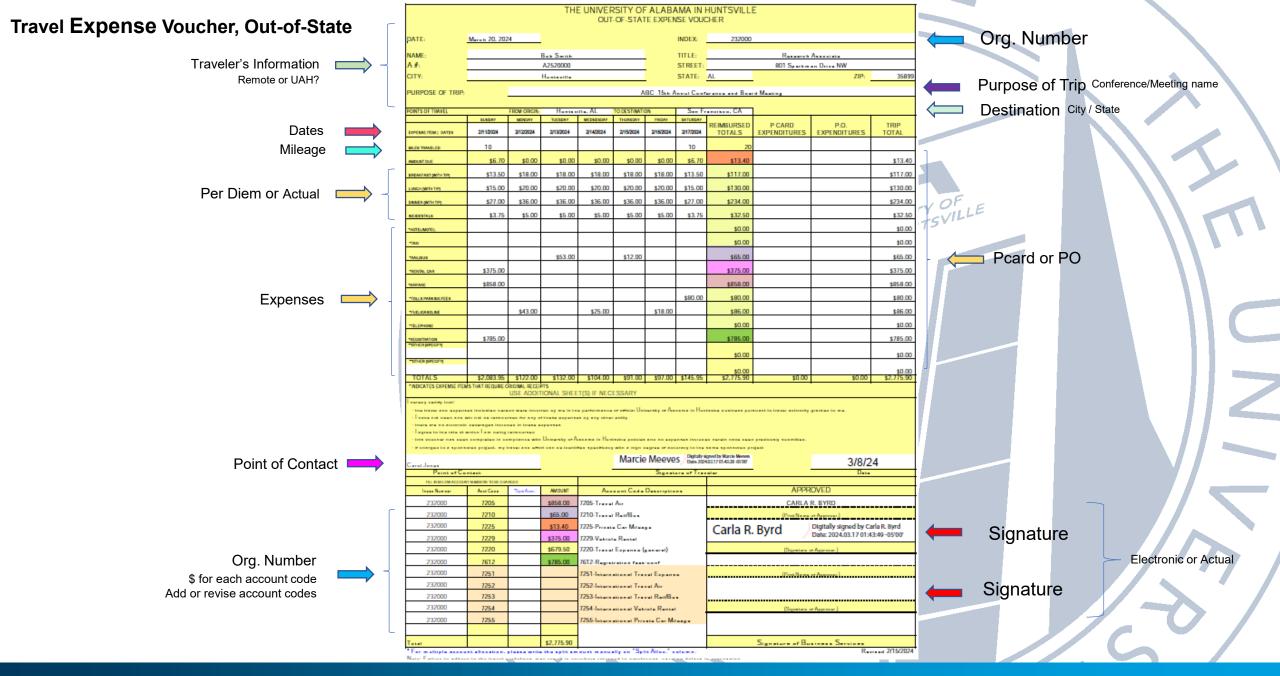
Per Diem for meals and incidentals

- Travel Day = 75% (including incidental)
- Deduct meal per diem for those provided
 - Meals deducted on travel days as well
 - ❖ Incidental is not affected

Note: Remote staff would use in-state if travel is within their home state.

https://www.uah.edu/business-services/travel-information







Out-of-State Travel

- Include all trip expenses
 - Purchase Order expenses
 - Pcard expenses
 - Out of pocket expenses for reimbursement
- Per Diem
 - Choose the GSA Per Diem for destination
 - UAH does not use the GSA lodging
 - Deduct the specific per diem for meals provided
 - Incidental is not affected when meal provided

Note: Remote staff whose home base is not in Alabama would use the out-of-state voucher.



Required Receipts

- Receipts
 - ❖ Airfare detailed and proof of payment
 - Fare chosen, departure/arrival dates & times, destination cities, traveler's name, proof of payment
 - ❖ Hotel detailed and proof of payment
 - To be broken out by day on the travel expense voucher
 - Car Rental detailed and proof of payment
 - Only compact or midsize
 - If deviation from size, provide an explanation
 - Must be approved on Travel Authorization
 - Fuel receipts
 - Rail, bus and taxi fares, parking fees, and tolls
 - Registration detailed and proof of payment
 - Maps to verify mileage reimbursements
 - Expenses greater than \$75



Travel - International

- Provide a statement of the trip schedule
 - Explain dates and purpose for departing from primary destination
- Provide Exchange Rates
 - Choose to use one exchange rate for all expenses
 - ❖ Or choose to provide the bank statement verifying the expense amount
- Per Diem
 - Per Diem can be found on these two links:
 - o State Department Per Diem
 - Department of Defense (DOD)
 - UAH does not use the lodging per diem
- Receipts
 - Explain what the receipt is for since it may be in another language
 - Write or type the US Dollar amount on each receipt
 - Provide the bank statement for each receipt that verifies the US Dollars charged



Travel Expense Voucher Packet

Order of Documentation:

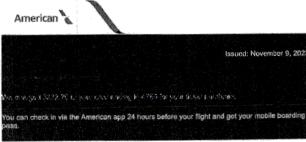
- Travel Expense Voucher
- Travel Authorization
- Notation of travel circumstances or exceptions
- Maps verifying mileage (not necessary for Huntsville Airport)
- Registration Receipt
- Airfare *Detailed* Receipt
- Car Rental Detailed Receipt
- Baggage Receipts
- Hotel Detailed Receipts
- Uber, Lyft, Taxi, Bus, Rail, Parking, Toll Receipts
- Conference Agenda/Schedule



Airfare - Detailed Receipt Samples

American Airlines





Record Locator: FJKBAP

Sunday, January 7, 2024

≥ HSV 2:20 PM

Wednesday, January 10, 2024

Washington Reagan

Operated by PSA Airlines as American Eagle

AA 5368

Operated by PSA Airlines as American Eagle

Manage your trip

Tue, 09JAN DEPART ARRIVE HUNTSVILLE, AL ATLANTA DELTA 1281 Main Cabin (T) 5:24am 7:30am **DELTA 1759** ATLANTA PANAMA CITY. PANAMA Main Cabin (T) 9:45am 1:47pm

	Thu, 25JAN	DEPART	ARRIVE
And in succession of the last of the last	DELTA 1758 Main Cabin (V)	PANAMA CITY, PANAMA 3:12pm	ATLANTA 7:39pm
	DELTA 2725 Main Cabin (V)	ATLANTA 10:35pm	HUNTSVILLE, AL 10:32pm

MANAGE MY TRIP

UAH Travel Guidelines, P.9, (6. Airfare receipt)

- **Traveler Itinerary**
- **Traveler's Name**
- Type of Fare/Cost
- **Depart/Arrive Dates, Times, Destinations**

Delta Airlines

METHOD OF PAYMENT		
XXXXX	10 909000	\$539.20 USD

CHARGES		
Air Transportation Charges		
Base Fare	\$400.00 USD	
Taxes, Fees and Charges		
Panama - Airport Security Fee (AH)	\$2.50 USD	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD	
F3 Tax	. \$12.00 USD	
Panama - Airport Departure Tax (FZ)	\$40.00 USD	
United States - Transportation Tax (US)	\$42.20 USD	
United States - Animal and Plant Health Inspection Service Fee (APHIS User Fee - Passengers (XA)	\$3.83 USD	
United States - Passenger Facility Charge (XF)	\$13.50 USD	
United States - Immigration and Naturalization Fee(Immigration User Fee) (XY)	\$7.00 USD	
United States - Custom User Fee (YC)	\$6.97 USD	
TICKET AMOUNT	\$539.20 USD	

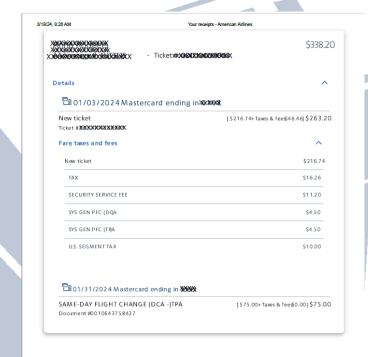
Airfare – Detailed Receipt Samples - Continued

3/18/24, 8:26 AM Your receipt Washington, DC to Tampa, FL January 29, 2024 Ticketed on January 3, 2024 · Record locator: ★★★★★ Details Washington, DC to Tampa, FL January 29, 2024 2:28 PM 11:59ам AA2524 Booking ClassB Fare basisSVAHZNBZ USED Tampa, FL to Washington, DC February 1, 2024 9:17_{AM} 11:30am AA2522 Booking ClassB Fare basisQVAHZNBZ

Cost details

USED

https://www.aa.com/your-receipts/



Q&A

1. Can I drive to my destination instead of fly?

Answer: Yes, however, driving more than 400 miles one-way will require a cost comparison done **before the trip** and included in the travel packet. The comparison would be what the cost to drive vs. what the cost to fly when initially planning your trip. The lesser cost will be the reimbursement.

UAH Travel Guidelines, page 10 (9. Privately-Owned Automobile Transportation)

"Reimbursement for mileage of any kind can not 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...[400 miles or more one-way] requires a comparison between the cost to drive and the cost to fly.

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 [economy] 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."

2. What if I took or will take personal time before or after the business purpose of the trip?

Answer: The traveler will know he/she is taking personal time when planning his/her trip. A clear separation must be shown between business and personal travel and a cost comparison must be done **before the trip** and included in the travel packet.

UAH Travel Guidelines, pages 3-4 (2. Travel Vouchers)

"All travel must be 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. How do I reflect that a meal was provided (at a conference) on the Travel Expense Voucher?

Answer: Each meal should show the correct per diem for that particular city/state. The provided meal per diem needs to be removed from the reimbursement request for that particular meal.

UAH Travel Guidelines, page 13 (2. Out-of-State Travel Vouchers)

"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."

4. When requesting mileage, can I leave from my home to the destination?

Answer: The mileage from your home needs to be the same or less than if you left from the UAH home base.

UAH Travel Guidelines, page 8 (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."



5. I am a remote employee who lives out of state. What Travel Expense Voucher do I use?

Answer: If traveling within your home base (the state wherein you work remotely), you use the In-State Travel Expense Voucher. The same Alabama in-state UAH Travel Guidelines would still apply. When traveling from your home base to another state (including Alabama), you would use an Out-of-State Travel Expense Voucher.

UAH Travel Guidelines, page 3 (1. Official Station)

"The official station of an employee is the office and/or campus to which an employee is normally assigned."

6. What if my trip was cancelled?

Answer: If the trip was cancelled due to University business or an illness or death in the employee's family, the employee would be reimbursed for non-refundable expenses. If there was an illness or death, a physician's statement would need to be provided in the travel packet verifying same.

UAH Travel Guidelines, page 7 (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 of death in the employee's family."



7. Why was my trip reimbursement taxed?

Answer: If you submit your travel more than 60 days after the trip, it is considered taxable income.

UAH Travel Guidelines, page 13 (2. Out-of-State Trave 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.

Please note, the date you submit your travel voucher is to be no more than 60 days after the trip. [As evidenced by the date you sign the travel voucher.]

8. Is fuel reimbursable on a trip?

Answer: Fuel is only reimbursable if there is a vehicle rented for the trip.

UAH Travel Guidelines, page 10 (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 <u>fuel</u>, repairs and insurance."



9. Is there a maximum amount for a tip?

Answer: With the implementation of the GSA Per Diem, meal receipts are no longer required. Actual meal costs, if chosen, cannot exceed the daily maximum allowed per diem for that city/state.

10. What receipts are required?

Answer: Original receipts and method or proof of payment for registration, airfare, rail/bus fares, hotel bills, rental vehicles/fuel, taxi fares, parking fees, and any other expense greater than \$75.

UAH Travel Guidelines, page 4 (4. Documentation of Costs)

"Detailed receipts should be obtained whenever possible for any travel expenses....An original receipt, including method of payment or proof of payment should be attached to the travel voucher form."

If a receipt is lost, a copy must be obtained from the airline or hotel. UAH may consider a credit card charge slip or statement, cancelled check, or a bank statement. A Lost Receipt Affidavit is required as well.

11. Can I rent an AirBnB or VRBO home as lodging?

Answer: The determining factor is what is the most economical. There will need to be a cost comparison done **before the trip** of the cost of a hotel vs. a rented home. The cost comparison needs to be included in the travel packet. The lesser comparison will be the reimbursement.

Please also note that the AirBnB and VRBO may require review prior to booking and consultation with the UAH Office of Counsel may be required (see the below guideline).

July 28, 2022

Update on Travel Guidelines:

Home-sharing Services

Home-sharing services such as AIRBNB and VRBO may require review prior to booking. If the individual home-sharing/rental property owner requests that UAH agree to additional terms and/or conditions other than the standard AIRBNB and VRBO terms agreed to when utilizing their respective websites, please submit the additional terms and/or conditions to UAH Business Services so that we may determine if consultation with the UAH Office of Counsel is required. If consultation is necessary, you will be required to complete the Office of Counsel Contract Intake Form. After all approvals are obtained, the traveler may reserve the property.

