



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>



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 »

Faculty & Staff Services »

Organizational Chart »



Travel Policies

- [UA System Policies and Procedures](#)
- [Cash Advance Guidelines](#)
- [UAH Travel Guidelines](#)
- [UAH Travel Guidelines for P-Card](#)
- [U.S. Flag Carrier Regulations](#)



Travel Insurance

[The University of Alabama System \("UAS"\) travel assistance web page](#)



Travel Forms

- [In-State Travel Voucher](#)
- [Out of State Travel Voucher](#)
- [Travel Authorization](#)
- [Travel Authorization for Academic Units](#)
- [Lost/Missing/Incomplete Travel Receipt Affidavit](#)
- [Sponsored Student Group Travel Advance](#)
- [Sponsored Student Group Travel Expense Voucher](#)
- [International Travel Account Codes](#)

Travel Expense Voucher, In-State

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
IN-STATE TRAVEL EXPENSE VOUCHER

Date: March 20, 2024 Index: 232000

Name: Jane Doe Title: Associate Professor

A #: A25200000 Street: 801 Sparkman Drive NW

City: Huntsville State: AL Zip: 35899

Purpose of trip: XYZ 23rd Annual Conference

Date	Points of Travel		Private Car Mileage	Mileage Allowance	Hour of Departure		Hour of Return To Base		Per Diem Units	Amount Per Diem Claimed
	From	To			A.M.	P.M.	A.M.	P.M.		
3/20/2024	UAH	Montgomery, AL	186	\$124.62	8:00					55.5
3/21/2024	Montgomery, AL	Montgomery, AL		\$0.00						74
3/22/2024	Montgomery, AL	Gulf Shores, AL	189	\$126.63						51.75
3/22/2024	Gulf Shores, AL	Gulf Shores, AL		\$0.00						69
3/23/2024	Gulf Shores, AL	Birmingham, AL	277	\$185.59						51.75
3/24/2024	Birmingham, AL	Birmingham, AL		\$0.00						69
3/24/2024	Birmingham, AL	UAH	97	\$64.99				5:00		55.5
3/24/2024	UAH	Gadsden, AL	80	\$53.60	8:00					
3/24/2024	Gadsden, AL	UAH	80	\$53.60				3:00		12.75
Total Amount for transportation			909	\$609.03	Total Per Diem				\$	439.25
					Total Miscellaneous Expenses				\$	875.00
					Total This Expense Account				\$	1,923.28

Point of Contact: Bob Smith

Detail All Miscellaneous Expenses And Furnish Receipts As Required. Attach extra sheet if necessary.

Hotel (pcard) \$1200	
Car Rental (PO) \$525	
Fuel \$ 125.00	
Registration \$ 750.00	
	\$ 875.00

In-State Travel Times

In-State Travel Times	Per Diem Allowed
*Trip from 6 to 12 hours-Acct code 7215	\$ 12.75
*Trip over 12 hours (not overnight)-Acct code 7215	\$ 34.00
Overnight trip (per day)-Acct code 7220	\$ 85.00
Two nights plus (per day) - Acct code 7220	\$ 100.00

Travelers can not be forced to forfeit any per diem, but if you choose to forfeit all/partial per diem you must initial here.

I hereby certify that:

- the travel and expenses indicated herein were incurred by me in the performance of official University of Alabama in Huntsville business pursuant to travel authority granted to me.
- I have not been and will not be reimbursed for any of these expenses by any other entity.
- there are no alcoholic beverages included in these expenses.
- I agree to the rate at which I am being reimbursed.
- this voucher has been completed in compliance with University of Alabama in Huntsville policies and no expenses included herein have been previously submitted.
- if charged to a sponsored project, my travel and effort can be identified specifically with a high degree of accuracy to the same sponsored project.

Marcie Meeves, Travel Program Coordinator
Digitally signed by Marcie Meeves, Travel Program Coordinator
Date: 2024.03.16 10:31:54 -0500

Signature of Traveler _____ Date _____

Approved

Carla R. Byrd	(Printed Name of Approver)
Carla R. Byrd	(Signature of Approver)

Business Services

Fill In Below Account Number(s) To be Charged:

Index No.	Acct Code	Amount
242000	7225	\$609.03
242000	7220	\$551.50
242000	7215	\$12.75
242000	7612	\$750.00
TOTAL		\$1,923.28

Traveler's Information
Remote or UAH?

Dates
Destinations
Mileage

Point of Contact
Expenses
Pcard / PO payments
Actual Expenses

Org. Number
\$ for each account code
Add or revise account codes

← Org. Number

← Purpose of Trip
Conference Name
Meeting name

← Per Diem
Arrival / Departure times

← Total Expenses

← Signature

← Signature

Electronic or Actual

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 Diem

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>

Travel Expense Voucher, Out-of-State

Traveler's Information
Remote or UAH?

Dates
Mileage

Per Diem or Actual

Expenses

Point of Contact

Org. Number
\$ for each account code
Add or revise account codes

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
OUT-OF-STATE EXPENSE VOUCHER

DATE: March 20, 2024 INDEX: 232000

NAME: Bob Smith TITLE: Research Associate

A #: A2520000 STREET: 801 Sparkman Drive NW

CITY: Huntsville STATE: AL ZIP: 35899

PURPOSE OF TRIP: ABC 15th Annual Conference and Board Meeting

POINTS OF TRAVEL	FROM ORIGIN: <u>Huntsville, AL</u>				TO DESTINATION: <u>San Francisco, CA</u>			REIMBURSED TOTALS	P CARD EXPENDITURES	P.O. EXPENDITURES	TRIP TOTAL
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY				
MILES TRAVELED	10						10	20			
AMOUNT DUE	\$6.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.70	\$13.40			\$13.40
BREAKFAST (WITH TAX)	\$13.50	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$13.50	\$117.00			\$117.00
LUNCH (WITH TAX)	\$15.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$15.00	\$130.00			\$130.00
DINNER (WITH TAX)	\$27.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$27.00	\$234.00			\$234.00
ACCOMMODATION	\$3.75	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$3.75	\$32.50			\$32.50
*HOTEL/MOTEL								\$0.00			\$0.00
*TAXI								\$0.00			\$0.00
*RAIL/BIKE			\$53.00		\$12.00			\$65.00			\$65.00
*RENTAL CAR	\$375.00							\$375.00			\$375.00
*AIRFARE	\$858.00							\$858.00			\$858.00
*TOLLS/PARKING FEES							\$80.00	\$80.00			\$80.00
*TELEGRAPH/GRAM		\$43.00		\$25.00		\$18.00		\$86.00			\$86.00
*TELEPHONE								\$0.00			\$0.00
*REGISTRATION	\$785.00							\$785.00			\$785.00
*OTHER RECEIPTS								\$0.00			\$0.00
TOTALS	\$2,083.95	\$122.00	\$132.00	\$104.00	\$91.00	\$97.00	\$145.95	\$2,775.90	\$0.00	\$0.00	\$2,775.90

*INDICATES EXPENSE ITEMS THAT REQUIRE ORIGINAL RECEIPTS
USE ADDITIONAL SHEET(S) IF NECESSARY

I hereby certify that:
 - the travel and associated incidentals herein were incurred by me in the performance of official University of Alabama in Huntsville business pursuant to travel authority granted to me.
 - I have not been and will not be reimbursed for any out-of-pocket expenses by any other entity.
 - there are no duplicate charges included in these expenses.
 - I agree to the rate at which I am being reimbursed.
 - the expense was incurred in compliance with University of Alabama in Huntsville policies and no separate incidentals report need also previously submitted.
 - if charges to a sponsored project, my travel and what can be identified separately with a sign degree of authority to the same sponsored project.

Point of Contact: Carla Jones Signature of Traveler: Marcie Meeves Date: 3/8/24

Account Code	Amount	Description	APPROVED
232000 7205	\$858.00	7205-Travel Air	CARLA R. BYRD
232000 7210	\$65.00	7210-Travel Rail/Bus	(Signature of Approver)
232000 7225	\$13.40	7225-Private Car Mileage	Carla R. Byrd
232000 7229	\$375.00	7229-Vehicle Rental	Digitally signed by Carla R. Byrd Date: 2024.03.17 01:43:49 -05'00'
232000 7220	\$679.50	7220-Travel Expense (general)	(Signature of Approver)
232000 7612	\$785.00	7612-Registration Fees/conf	(Signature of Approver)
232000 7251		7251-International Travel Expense	(Signature of Approver)
232000 7252		7252-International Travel Air	(Signature of Approver)
232000 7253		7253-International Travel Rail/Bus	(Signature of Approver)
232000 7254		7254-International Vehicle Rental	(Signature of Approver)
232000 7255		7255-International Private Car Mileage	(Signature of Approver)
Total	\$2,775.90		Signature of Business Services

Org. Number

Purpose of Trip Conference/Meeting name

Destination City / State

Pcard or PO

Signature

Signature

Electronic or Actual



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:
 - [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



Your trip confirmation (HSV - DCA)

1 message

American Airlines <no-reply@info.aa.com>
To: [REDACTED]

Thu, Nov 9, 2023 at 4:48 PM

American

Issued: November 9, 2023

No message in this thread. [REDACTED]

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Record Locator: FJKBAP

Sunday, January 7, 2024

HSV
Huntsville
2:20 PM

DCA
Washington Reagan
5:14 PM

Wednesday, January 10, 2024

DCA
Washington Reagan
4:51 PM

HSV
Huntsville
6:04 PM

AA 5368
Operated by PSA Airlines
as American Eagle

Seat: 20A
Class: Economy (B)
Meals:

AA 5368
Operated by PSA Airlines
as American Eagle

Seat: 20A
Class: Economy (B)
Meals:

Manage your trip

Delta Airlines

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

Thu, 25JAN	DEPART	ARRIVE
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

METHOD OF PAYMENT	
[REDACTED]	\$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

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

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

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 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.

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 **fuel**, 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.