

## TRAVEL REIMBURSEMENT RESTRICTIONS

# Prohibited Expenses

Non-reimbursable expenses include but are not limited to the following:

- Alcoholic beverages and taxes
- Clothing or toiletry items
- Commuting between home and campus
- Airline club membership
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Collision (CDW) or loss damage (LDW) on rental cars except for foreign travel
- Loss or theft of airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Luggage and briefcases
- Magazines, newspapers, personal reading materials
- Medical expenses while traveling
- Personal entertainment charges such as movies, spa/health clubs, sightseeing tours, golf outings, etc.
- Personal grooming services
- Pet care
- Saunas, massages
- Shoe shines
- Souvenirs or personal gifts
- Travel accident insurance premiums
- Parking tickets or other traffic fines
- Tobacco products
- Personal travel insurance
- Spouse/family travel expenses except as stated in the spouse/family section
- Safe charges
- Keys locked in personal vehicle or towing of automobile used for University business

FREQUENTLY

QUESTIONS

ASKED

### 1. Can UAH faculty or staff pay travel expenses on behalf of a student?

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. If student expenses are being paid by someone other than the student traveling, it should be noted on the travel authorization. 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.

### 2. Can UAH faculty or staff pay travel expenses on behalf of another UAH faculty or staff?

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. 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.

### 3. Can a traveler claim mileage from their home to the travel destination?

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.

### 4. Can a traveler claim actual expenses for in-state travel?

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.

### 5. Can a traveler get reimbursed for charges related to first class, comfort seating or priority seating?

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.

### 6. Can a traveler get reimbursed for airfare ticket insurance?

The costs of ticket life insurance and ticket cancellation insurance are not reimbursable.

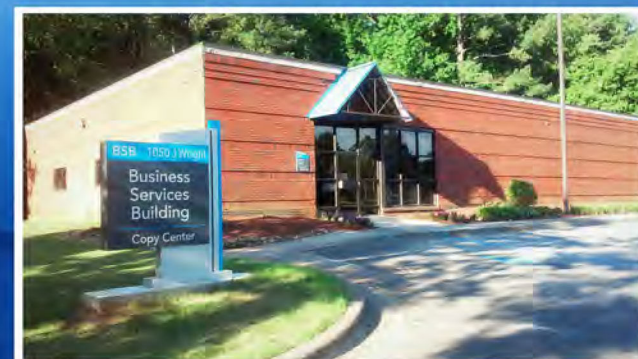
Still have questions? Contact:

Ani Binitie

256.824.2239 | [ab0312@uah.edu](mailto:ab0312@uah.edu)



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE



Business Services - 2021



# Overview

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. Authority and responsibility for approving travel by employees must be approved in advance by the appropriate Vice President or designee. Additionally, all travel on contract and grant accounts must be approved by the Office of Sponsored Programs. The purpose of the trip must be adequately described. Receipts and other documentation of the total costs of the trip must be submitted along with the travel voucher.

## Documentation Checklist

### RECEIPTS REQUIRED

- ☒ Registration Fees
- ☒ Airfare/Rail/Train/Bus Fares
- ☒ Hotel Bills (Itemized)
- ☒ Rental Vehicles
- ☒ Fuel
- ☒ Taxi/Shuttle/Parking Fees/Tolls
- ☒ Gasoline
- ☒ Telephone And Facsimile (Business)
- ☒ Internet (Business)
- ☒ Laundry Services
- ☒ All Other Expenses Greater Than \$75

## Other Required Documents

- ☒ Brochures, Agenda, Schedule Of Meetings
- ☒ Physician Note-Business Class Airfare
- ☒ Mapquest-Indirect Route Used For Mileage
- ☒ Cost To Drive And Cost To Fly Comparison
- ☒ P-Card/P.O. Travel Expenditure Receipts

## Justification Required

- ☒ Telephone/Internet (Business)
- ☒ Interrupted Travel
- ☒ Extenuating Circumstances
- ☒ After The Fact Travel Authorization
- ☒ Accounting For Savings By Early Arrival
- ☒ Unclear Expenditures Needing Clarification

# Common Questions

## HOW DO I SEARCH FOR INFORMATION RELATED TO UNIVERSITY TRAVEL?

The Office of Business Services website contains detailed information regarding University travel.

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

Our website includes travel guidelines, required forms and more.

## WHO SHOULD I CONTACT WITH ADDITIONAL QUESTIONS REGARDING THE TRAVEL GUIDELINES?

For travel questions please contact:

Ani Binitie  
256-824-2239  
ab0312@uah.edu

## WHY IS IT IMPORTANT TO REVIEW THE TRAVEL POLICY PRIOR TO MAKING TRAVEL ARRANGEMENTS?

Reviewing the policy prior to making travel arrangements will help ensure that individuals traveling for University business do not incur inappropriate or unallowable expenses on behalf of the University. The purpose of the travel policy is to provide guidance to University employees who travel on official University business. These travel guidelines have been developed to ensure compliance with Federal regulations, State laws, and the University's policies and procedures.

## SHOULD I DISCUSS TRAVEL PROCEDURES WITH MY DEAN, DIRECTOR, DEPARTMENT HEAD OR SUPERVISOR?

Although all divisions or departments must adhere to the University travel policy, deans and directors may establish additional approval policies and procedures for accounts for which they are responsible. Be sure to discuss travel procedures with the appropriate contact within your area.

## WHO SHOULD I CONTACT WITH TRAVEL QUESTIONS PERTAINING TO A PARTICULAR CONTRACT OR GRANT?

Travel charged to a contract or grant should follow the guidelines set forth by the University unless the funding agency imposes greater restrictions. The Office of Sponsored Programs should be contacted when there is a question pertaining to a particular contract or grant.

# Documentation Reminders

Don't forget to include a comparison between cost to drive and cost to fly when traveling on a trip of over 400 miles by private vehicle.

Don't forget to include a breakdown to U.S. Dollars on International receipts.

Don't forget to make sure hotel receipt has a zero balance.

Don't forget to attach email or memo invitation for guest speaking at a conference or meeting.

Don't forget receipts should include method of payment.

Include POINT OF CONTACT on voucher to be sure the Business Services has the most appropriate contact information.

Be sure to initial in the box provided when forfeiting any part of the per-diem for In-State travel.

Complete the Lost/Missing/Incomplete Travel Receipt Affidavit for expenses less than \$75 or to provide additional justification for an incomplete receipt.

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 the correct amount of reimbursement can be determined.

# Procurement & P-Card Services

Airfare, lodging, registration fee and rental car expenses may be purchased using a Purchase Order or Procurement Card when possible. For more information regarding these services please visit the Business Services website.

<http://www.uah.edu/business-services>

For Procurement Services contact:

Phone: 256-824-6484  
Fax: 256-824-6151  
Email: [purch@uah.edu](mailto:purch@uah.edu)