



BUSINESS SERVICES OFFICE

Travel Program

Travel Reimbursement Training

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TRAVEL GUIDELINES OVERVIEW

- All The University of Alabama in Huntsville (UAH) official travel must be approved in advance on a Travel Authorization form by the appropriate Vice President or designee.
- 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.
- UAH reimburses employees for reasonable and necessary expenses incurred during authorized UAH business travel.
- Travel must be via the most economical route, and any deviation must be adequately justified, with the traveler assuming additional expenses.
- Circumstances and differences in responsibilities may warrant exceptions, requiring prudence and responsibility in safeguarding public funds.
- The Official Station is the assigned office of the employee. Transportation costs from an individual's domicile to his/her Official Station are not reimbursable.
- Employees traveling on official UAH business are encouraged to thoroughly review and familiarize themselves with the established UAH Travel Guidelines prior to commencing any official travel.

TRAVEL AUTHORIZATION

- UAH Travel
 - All official UAH travel must be approved in advance on a travel authorization form by the appropriate Vice President or designee.
 - A travel authorization may permit a faculty member to pay and be reimbursed the airfare and hotel charges for a student with insufficient funds for a trip. Each student must have an approved travel authorization form and certify no reimbursement request for those expenditures.
 - Any reimbursement request for meals and incidental expenses by the student must be submitted with the faculty member's travel expense voucher.
- Contracts and Grants Travel
 - The Office of Sponsored Programs (OSP) is responsible for approving all travel authorizations in advance of the trip. The Principal Investigator, overseeing the contract or grant account, must also provide advance approval for the travel authorization.
- Special Travel Requirements
 - Special travel requirements that are not covered by the UAH Travel Guidelines require an explanation in writing to the department of Business Services. Special travel requirements must be approved by the Director of Business Services prior to travel in order to be eligible for reimbursement.

COMPLETING THE TRAVEL AUTHORIZATION FORM

Each section of a travel authorization form must comprehensively include the following information:

- Approved Traveler's Full Name
- Date the travel authorization form was approved
- Index Number Designating the Applicable Organization Code
- Specified Travel Destination
- Purpose or Reason for Undertaking the Travel (Note: The purpose or reason should be for all approved travel dates.)
- Specify itinerary and purpose for each location during travel with multiple destinations
- Total Estimated Cost
- The Names and Signatures of the Traveler and all required Approvers
- The use of verifiable electronic signature companies, such as DocuSign, are accepted for electronic signatures.

THE TRAVEL AUTHORIZATION FORM

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE AUTHORIZATION FOR OFFICIAL TRAVEL

Name _____ Date 07/05/2022

Charge to 250002/256001/256405/206001 Index Number 250002=\$250 256001=\$250 256405=\$100 206001=\$150

Destination Washington, D.C Dates of Trip 06/12/22 to 06/16/22

Reason for Making Trip OPTICA (OSA) Innovation School Conference

Estimate of Cost:

Transportation	<u>\$ 100.00</u>
Lodging	_____
Registration Fee	<u>\$ 500.00</u>
Meals	<u>\$ 150.00</u>
Personal/Rental Car	_____
Miscellaneous	_____
Other-List _____	_____
Total Estimated Cost **	<u>\$ 750.00</u>

Plans for reservations and tickets are as follows:*** _____

Maximum amount allowed for reimbursement: \$750

_____	Traveler <u>mes Miller</u> 6:34 -05'00' m:
Printed Name of Approver _____	<u>Budget Unit Head or Principal Investigator</u> 2022.001.20112 Digitally signed by Rainer Griesmarch Date: 2022.07.05 10:43:47 -05'00'
Printed Name of Approver _____	Dean or Director
Printed Name of Approver _____	* Office of Sponsored Programs Administrator
Printed Name of Approver _____	Vice President

All travel claims shall normally be filed within sixty (60) days of the date that the expenses were incurred.

*Signature and extra copy needed when any part of travel is charged to contracts and grants.

** Amended travel authorization with initial & date of approver is required if the total actual cost exceeds total estimated cost by more than 10%.

***Airfare should be obtained with at least 14 day lead time prior to departure to ensure the most economical airfare available.

Revised 10-01-2016

THE TRAVEL AUTHORIZATION FORM FOR ACADEMIC UNITS

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE AUTHORIZATION FOR OFFICIAL TRAVEL FOR PERSONNEL IN ACADEMIC AFFAIRS UNITS

Traveler's Name:

Destination: Falling Water, TN

Date of Request: 11/28/2023

Primary Mode of Travel: Ground

Dates of Trip: 11/29/2023

Reason for Making Trip: Cave fieldwork for cave microclimate grant org no. 745A1D

Estimate of Cost:	Arrangements for Classes:
Air Transportation	no arrangements needed
Ground Transportation 230	
Lodging	
Meals	
Registration	
Miscellaneous	
Total 230	

Traveler's statement: "If university-controlled funds are accepted for this travel, I am aware of and fully responsible for following university travel policy. I certify that the travel is a part of my official and/or professional responsibilities. I acknowledge that I must gain approval of my supervisor for arrangements for official duties that will be missed. Alternate means, such as video teleconference (VTC) or other web-based communications are not sufficient to accomplish travel objectives. Economy airfare will be purchased at lowest possible rates for the required schedule."

11/28/2023

Date

Approval of Expenditure and Guarantee of Funds:	Max. \$ Amt. for Reimbursement:	1st Acct:	Total Expenses	Other Accts.
1st Acct. Name/No. 745A1D	Auth. Signature/Date			11/28/2023
2nd Acct. Name/No.	Auth. Signature/Date			11/28/2023
Other Acct(s). Charged	Auth. Signature(s)/Date			11/28/2023
<p>*Contracts & Grants Administrator *Office of Sponsored Program signature required when travel is charged to contracts and grants</p>			<p>By signed by Cordelia Houston, USA 1-Cordelia Houston, USA University of Alabama in Huntsville Office of Sponsored Programs Huntsville, AL 35894-0001 2023.12.01 14:27:23 -0500</p>	
			Date 11/28/2023	

Approval of Travel and Alternate Arrangements for Classes and/or other duties:

Department Chair or Unit Supervisor

11/28/2023

Date

Travel Approved:

Dean or Director

11/28/2023

Date

Travel Approved:

Vice President

11/28/2023

Date

This form must be submitted for all official travel. This proposed travel is unauthorized until signed by the Dean (for periods up to 7 calendar days) or the Provost (for periods greater than 7 calendar days) or other appropriate senior university official for out-of-state travel. This form should be prepared as an original only. Units in the approval loop for travel should keep a log of the process. A photocopy, signed by the budget unit head, should be retained at the unit level. The approved form should be returned to the budget unit head who then furnishes a copy to the traveler.

In-State Travel Reimbursement

- When a UAH employee travels within the state of Alabama on official UAH business, there are two options for being reimbursed:
 1. 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.

Note: Receipts required for all expenses except for meals.

2. Employees can be reimbursed on a per diem basis established by the state of Alabama 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>).

Note: No receipts required for any expenses covered by the state of Alabama per diem.

- Please be advised that only one method of reimbursement is permissible. The combination of the two methods is not allowed.

In-State Travel Reimbursement

- An overnight stay is not required for travel of 100 miles or less one-way. Employees traveling within 100 miles are expected to return to their Official Station.
- Only an employee can decide to waive per diem, a department cannot force an employee to do so. The waiver should be documented with the travel expense voucher and initialed by the traveler.
- No travel allowance for trips less than six hours. For travel over six hours without an overnight stay, reimbursement for a meal allowance will be according to the state of Alabama per diem rates.
- Meal allowances for non-overnight travel 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 of the traveler.
- Meal allowance will not be disbursed if the traveler stays within the city or town where his/her home or Official Station is located as mandated by state law (Code of Alabama 36-7-21).

Out-of-State Travel Reimbursement

- Reimbursement requests for out-of-state employee travel require submission on an Out-of-State Expense Voucher.
- Receipts and documentation, including any prepaid expenses, must accompany the Out-of-State Expense Voucher.
- Documentation should specify meals included in a conference registration fee, using the conference registration information or daily meeting schedules.
- Expenses paid by a third party will not be reimbursed and should be noted on the Out-of-State Expense Voucher.
- Expenses paid on behalf of others are not allowed in an employee's Out-of-State Expense Voucher.

International Travel Reimbursement

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 out-of-state travel, with the following exceptions:

- An employee may exchange currency several times during a trip at different exchange rates; however, one exchange rate can be used for all travel expense conversions to the U.S. Dollar.
- The conversion rate must be shown on the travel expense voucher.
- When renting a vehicle in a foreign country, it is recommended that all local, statutory, and optional coverage, including collision damage insurance, be purchased.

International Travel Reimbursement

- For travel charged to federally funded accounts (cost share and contracts and grants funds/orgs), travelers are to 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.
- Prior approval is required from the Office of Sponsored Programs for foreign travel.

Required Cost Comparisons To Be Completed Before Travel

1. Combined Business and Personal Travel- The comparison should encompass all travel expenses approved for official travel dates versus all travel expenses incurred during combined business and personal travel dates.
2. Driving over 400 miles one way- 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 the most economical airfare with at least a 14-day lead time obtained prior to departure.
3. Purchase of airfare other than the most economical – The Cost Comparison should be based on the most economical airfare based on the date, airline, and time of travel (departure and arrival) the airfare is purchased. The Cost Comparison is to be executed when the ticket is purchased.
4. Accounting For Early Arrival- The employee is required to prepare a comparison between the cost of the airfare, arriving at the time of the event, and the cost of the reduced airfare for arriving early as well as supplementary expenses, including hotel, meals, and any other costs incurred as a result of the early arrival.

NOTE: All cost comparisons for airfare are to be preapproved by the department of Business Services and all supporting documents/justification to be submitted with cost comparison.

TRAVEL EXPENSE ON THE P-CARD

- The P-Card is the preferred method of payment for conference registration fees, lodging, allowable ground transportation, and parking fees.
- While on travel with a student team/group, team and coaches/chaperon's meals are allowed on the P-Card.
- While traveling during recruitment trips, the recruiter's meals along with the prospective student are allowed on the P-Card.
- While on travel, 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 Expenditure Guidelines.

REIMBURSABLE TRAVEL EXPENSES

Documentation Requirements

Detailed receipts are required for registration fees, airfare, rail and bus fares, hotel bills, rental vehicles and gas expenses, 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 the method of payment or proof of payment, must be attached to the travel expense voucher.

If an original receipt is lost for airfare, bus, rail, car rental, lodging and, registration expenses, the Business Services Director may consider accepting the following documents :

- Credit card charge slip
- Credit card statement
- Canceled check, including the reverse side
- Bank statement

REIMBURSABLE TRAVEL EXPENSES:

MILEAGE

- For official UAH travel, employees are advised to opt for the most economical route, with mileage calculated from the employee's official workstation. In cases where official travel commences from home, and it is closer to the destination, mileage is calculated from home.
- If there's an interruption or deviation from the direct route, reimbursement is limited to what would have been allowed without interruption. A written explanation of any deviations must be provided and attached to the travel expense voucher for accurate reimbursement determination.

Documentation Requirements - A MapQuest or Google Maps highlighting the direct route from the departure point to the destination point is to be included as supporting documentation.

REIMBURSABLE TRAVEL EXPENSES:

RENTAL VEHICLES

- Car rentals and associated expenses are reimbursable (most economical).
- Full-size cars or vans are only allowed for group travel on official UAH business and must include proper documentation.
- Contact Procurement Services for liability coverage when renting from the Huntsville vicinity.
- Rental vehicles at the destination must be in the name of UAH and the traveler for coverage under UAH's liability insurance.
- Car rental expenses must be pre-authorized on the travel authorization form to be reimbursable.
- See slide 10 for international car rental expense.

Documentation Requirements- Itemized receipt from rental company with dates of rental within approved travel dates. The receipt should include the dollar amount of the expense and method of payment and must be submitted along with the travel voucher. 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.

REIMBURSABLE TRAVEL EXPENSES:

AIRFARE

- All UAH staff, faculty, students, and UAH visitors on official business are to choose the lowest available airfare.
- Travelers with medical conditions are covered under Special Travel Requirements (see slide 3).
- Reimbursement for tickets can only be processed after the completion of the trip.
- Travelers with a physician-approved medical condition may be reimbursed for business class fare, not first class.

Documentation Requirements- Airfare ticket receipt or trip itinerary, highlighting the class of the ticket, must be attached to the travel expense voucher. The receipt should include the dollar amount of the expense and method of payment.

A physician's approval is required and must be submitted with the travel expense voucher as proof of the medical condition.

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. It must be stated on the receipt that the "airfare was purchased at the lowest airfare available" for all airfare expenses charged to a contract and grant org number.

REIMBURSABLE TRAVEL EXPENSES:

TAXIS AND OTHER GROUND TRANSPORTATION

The UAH may reimburse ground transportation and related expenses such as shuttle bus (between airport and hotel), taxi, bus, subway, train, and parking. If there is an Uber/ride-share or taxi to the Huntsville airport, the total cost cannot be more than the sum of both the round trip miles (10 miles each way) from the UAH and the cost of parking at the Huntsville airport.

Documentation Requirements- Itemized receipts with dates on the receipts within approved travel dates. Uber/ride-share receipts should include the location of the ride. The receipt with the dollar amount of the expense and method of payment must be submitted along with the travel expense voucher.

REIMBURSABLE TRAVEL EXPENSES:

LODGING EXPENSES

- Prudent planning of accommodations, ensuring the best interests of UAH at a reasonable cost.
- If two employees share a room, each employee records half (1/2) of the cost on his/her travel expense voucher.
- The employee who paid the lodging expense must attach the original receipt to his/her travel expense voucher; the other employee must attach a copy of the receipt, with an explanation, on his/her travel expense voucher.
- Only the room rates and the associated taxes should be filled out in the Hotel/Motel field of the travel expense voucher.
- All other expenses, including proportionate tax, listed on the lodging receipt should be filled out separately on the travel expense voucher.

Documentation Requirements- Hotel expenses should be detailed on a per day basis, covering room charge and applicable room taxes. Itemized hotel receipt with the dollar amount of the total expense must be attached to the travel expense voucher. 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.

REIMBURSABLE TRAVEL EXPENSES:

CONFERENCE REGISTRATION

Conference registration fees are reimbursable after the conference dates.

Documentation Requirements- All conference travel reimbursements must include brochures, agenda, and schedule of meetings. Itemized receipts with the dollar amount of the expense and method of payment must be submitted along with the travel expense voucher. Documentation must include details of the registration expense and list any meals included. When speaking at a conference with no registration fee, attendance proof is required, such as an attendance roster or a formal agenda indicating the traveler's name as a speaker.

REIMBURSABLE TRAVEL EXPENSES:

MEALS FOR IN-STATE TRAVEL

Actual Expense Reimbursement Option- Reimbursement based on actual expenses for meals and incidentals up to the appropriate GSA per diem rate.

Documentation Requirement- No receipt is required using the GSA per diem method. The traveler can simply use the GSA meals and incidental per diem rates based on the location of travel and insert on the travel expense voucher.

REIMBURSABLE TRAVEL EXPENSES:

MEALS FOR IN-STATE TRAVEL

- State Of Alabama Per Diem Reimbursement- **Reimbursements based on per diem rates set by the state of Alabama.**
- No travel allowance for trips less than six hours. For travel over six hours without an overnight stay, reimbursement for a meal allowance will be based on the state of Alabama per diem rates. Current state of Alabama per diem rates are maintained on the Business Services Website (<https://www.uah.edu/business-services/travel-information>).

Documentation Requirement- Time of departure and time of arrival must be noted on the In-State Travel Expense Voucher. No documentation required.

REIMBURSABLE TRAVEL EXPENSES:

MEALS FOR OUT-OF-STATE TRAVEL

- Reimbursement for same day trips are based on the length of time of travel. In-state same day per diems apply regardless of the destination being In-State or Out-Of-State.
- Reimbursement for meals during overnight travel will be based on a per diem method (based on GSA, DOD, and State Department rates for Meals and Incidentals).
- Per diem is a flat sum covering expenses for each travel day and varies with the travel destination.
- Incidental expenses covered include fees and tips for porters, baggage carriers, hotel staff, and ship staff.

Note: No receipts required for meal per diem reimbursement (GSA, DOD, and State Department).

REIMBURSABLE TRAVEL EXPENSES:

MEALS FOR OUT OF-STATE TRAVEL- GSA

- 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 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 UAH 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.
- On the first and last travel day, travelers are eligible for 75% of the total meals and incidental rate for the travel destination.

Documentation Requirements- No receipts required.

REIMBURSABLE TRAVEL EXPENSES:

MEALS FOR OUT OF-STATE TRAVEL- DOD

- 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 DOD does not break down meal expenses.
- If a traveler's trip includes meals that are already paid for by the UAH or a third party (such as through a registration fee for a conference), the proportional meals rate plus local incidentals rate should be used.
- On the first and last travel day, travelers are eligible for 75% of the total meals and incidentals rate for the travel destination.

Documentation Requirements- No receipt required.

REIMBURSABLE TRAVEL EXPENSES:

MEALS FOR INTERNATIONAL TRAVEL

- 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 www.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 day of travel, travelers are eligible for 75% of the total meals and incidentals rate for the travel destination.

Documentation Requirements- No receipts required.

COMPLETING THE TRAVEL EXPENSE VOUCHER

- All travel expenses must be submitted on an approved travel expense voucher after completion of travel.
- Travel expense vouchers must be submitted within sixty (60) days of travel by the traveler. Travel reimbursements substantiated subsequent to sixty (60) days after the completion of the trip will be treated as income subject to tax withholdings according to federal tax regulations. Tax withholdings will be taken from a subsequent salary check.
- Receipts and other documentation of the total costs of the trip must be submitted along with the travel expense voucher.
- In situations where travel circumstances deviate from standard procedures, it is necessary to include a memorandum outlining these variations in the travel expense voucher packet (travel expense voucher plus all required documentation).
- Only actual and necessary expenses of official travel will be reimbursed.
- All travel expense voucher packets should be sent via email to purch@uah.edu.

COMPLETING THE TRAVEL EXPENSE VOUCHER

- The In-State Travel Expense Voucher should be completed for all In-State travel expenses.
- The Out-of-State Expense Voucher should be completed for all Out-of-State and International travel expenses.
- All travel expenses should be filled out in the allotted fields of the travel expense vouchers.
- When both personal funds and a P-Card are used to pay for travel expenses, the travel expense voucher must include both the expenses paid using personal funds and the expenses paid using the P-Card. The required documentation for all expenses must be included in the travel expense voucher packet.

COMPLETING THE IN-STATE TRAVEL EXPENSE VOUCHER

- The In-State Travel Expense Voucher should be completed for all In-State travel expenses.
- 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.
- All fields in the information section of the travel expense voucher must be filled out.
- The dates of travel and the points of travel must be completed on the travel expense voucher.
- The time of departure and time of arrival to the Official Station must be completed on the travel expense voucher.
- Expenses, including P-Card expenses, with no specified cells on the travel expense voucher should be filled out in the Miscellaneous section.

COMPLETING THE IN-STATE TRAVEL EXPENSE VOUCHER

- The point of contact information must be filled out in the “Point of Contact” field.
- The appropriate index number to be charged, expenses in the Miscellaneous section of the form, and non overnight per diem expenses should be manually filled out in the “Account Numbers To be Charged” section of the form.
- The traveler must sign and date the travel expense voucher in the “Signature of the Traveler” and “Date” fields respectively.
- The direct supervisor of the traveler must print his/her name and sign the travel expense voucher in the “Printed Name of Approver” and “Signature of Approver” fields.
- For non overnight travel, time of departure and time of return to the Official Station should be used to determine the allowable per diem. The per diem amount should be filled out in the per diem column of the travel expense voucher.
- If a traveler decides to forfeit all/partial per diem, the initials of the traveler should be filled out in the respective field of the form.

IN-STATE TRAVEL EXPENSE VOUCHER

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

Date: January 16, 2023 Index: 695A2F
Name: _____ Title: GRA
A #: _____ Street: 1
City: Madison AL Zip: _____
Purpose of trip: Attend and Present at Society of Reliability Engineers 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.		
11/1/2023	Huntsville	Huntsville	0	\$0.00	7:30			4:30	0	0
11/2/2023	Huntsville	Huntsville	0	\$0.00	7:30			4:30	0	0
				\$0.00						
				\$0.00						
				\$0.00						
				\$0.00						
				\$0.00						
				\$0.00						
				\$0.00						
				\$0.00						
Total Amount for transportation			0	\$0.00	Total Per Diem				\$ -	
Point of Contact:				Total Miscellaneous Expenses				\$ 50.00		
				Total This Expense Account				\$ 50.00		

Point of Contact:

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

RAMS Registration Fee	\$ 50.00
NOTE: Travel was within Huntsville, AL	
	\$ 50.00

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. SR

Fill In Below Account Number(s) To be Charged:		
Index No.	Acct Code	Amount
	7225	\$0.00
	7220	\$0.00
	7215	
695A2F	7612	50.00
	TOTAL	\$0.00 - 50.00

I hereby certify that:

- the travel and expenses indicated hereon 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

Signature of Traveler

Date 01/26/24

Approved

(Printed Name of Approver)

(Signature of Approver)

Mr. Thomas
J.33.12.0070F

Business Services

Note: Failure to adhere to the travel guidelines may result in vouchers returned to employees, causing delays in processing.

*IRS regulations require that all non-overnight per diem are subject to tax. Therefore, such meal allowances must be included in the traveler's taxable income and will appear on the employee's UAH Form W-2.

Revised January 2024

COMPLETING THE OUT-OF STATE EXPENSE VOUCHER

- The Out-of-State Expense Voucher should be completed for all Out-of-State and International travel expenses.
- All fields in the information section of the travel expense voucher must be completed.
- The dates must be completed in each of the “Expense Item Dates” of the form.
- All travel expenses should be completed, based on the dates of the expense in their respective fields of the travel expense voucher.
- When both personal funds and a P-Card are used to pay for travel expenses, the travel expense voucher must include both the expenses paid for using personal funds and paid for using the P-Card in their respective fields of the form.
- The point of contact information must be filled out in the “Point of Contact” field.
- The appropriate index number to be charged and expenses in the Miscellaneous rows of the form should be manually filled out in the “Account Numbers To be Charged” section of the form.
- The traveler must sign and date the travel expense voucher in the “Signature of the Traveler” and “Date” fields respectively.
- The direct supervisor of the traveler must print his/her name and sign the travel expense voucher in the “Printed Name of Approver” and “Signature of Approver” fields.

OUT-OF-STATE EXPENSE VOUCHER

1-25-24

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE OUT-OF-STATE EXPENSE VOUCHER																																																																																																																											
DATE: JANUARY 23, 2024				INDEX: 695A1U																																																																																																																							
NAME: _____				TITLE: Graduate Research Assistant																																																																																																																							
STREET: _____				CITY: _____																																																																																																																							
STATE: AL				ZIP: 35895																																																																																																																							
PURPOSE OF TRIP: Presenting at JANNAF 34th Energetic Systems Hazards (ESH) Meeting																																																																																																																											
POINTS OF TRAVEL		FROM ORIGIN: Huntsville, AL						TO DESTINATION: Salt Lake City, UT																																																																																																																			
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	REIMBURSED TOTALS	P CARD EXPENDITURES	P.O. EXPENDITURES	TRIP TOTAL																																																																																																																
EXPENSE ITEM / DATE	12/30/2023	12/31/2023	1/1/2024	1/2/2024	1/3/2024	1/4/2024	1/5/2024																																																																																																																				
MILES TRAVELED																																																																																																																											
AIRPORT CODE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00																																																																																																																
BREAKFAST (WITH TAX)	\$12.00	\$14.00	\$14.00	\$14.00	\$14.00	\$12.00		\$80.00			\$80.00																																																																																																																
LUNCH (WITH TAX)	\$14.00	\$16.00	\$16.00	\$16.00	\$16.00	\$14.00		\$92.00			\$92.00																																																																																																																
DINNER (WITH TAX)	\$22.00	\$29.00	\$29.00	\$29.00	\$29.00	\$22.00		\$160.00			\$160.00																																																																																																																
*HOTEL/LODGING								\$0.00	\$625.41		\$625.41																																																																																																																
*AIRPORT BUILDING TAX								\$0.00			\$0.00																																																																																																																
*RENTAL CAR								\$0.00			\$0.00																																																																																																																
*AIRFARE/FARE								\$0.00	\$712.40		\$712.40																																																																																																																
*TOLLS/PARKING FEES								\$0.00			\$0.00																																																																																																																
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TOTALS	\$48.00	\$59.00	\$59.00	\$59.00	\$59.00	\$48.00	\$0.00	\$332.00	\$1,587.81	\$0.00	\$1,919.81																																																																																																																
* INDICATES EXPENSE ITEMS THAT REQUIRE ORIGINAL RECEIPTS USE ADDITIONAL SHEET(S) IF NECESSARY																																																																																																																											
I hereby certify that: - the travel and expenses indicated hereon 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.																																																																																																																											
I, _____				Signature of Traveler				Date: 23-Jan-24																																																																																																																			
<table border="1"> <thead> <tr> <th colspan="4">ALL INVENTORY ACCOUNT NUMBERS TO BE CHARGED</th> <th colspan="2">Account Code Descriptions</th> <th colspan="2">APPROVED</th> </tr> <tr> <th>Index Number</th> <th>Acct Code</th> <th>Split Alloc</th> <th>Amount</th> <th colspan="2"></th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td></td> <td>7205</td> <td></td> <td>\$0.00</td> <td colspan="2">7205-Travel Air</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7210</td> <td></td> <td></td> <td colspan="2">7210-Travel Rail/Bus</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7225</td> <td></td> <td>\$0.00</td> <td colspan="2">7225-Private Car Mileage</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7229</td> <td></td> <td>\$0.00</td> <td colspan="2">7229-Vehicle Rental</td> <td colspan="2"></td> </tr> <tr> <td>695A1U</td> <td>7220</td> <td></td> <td>\$332.00</td> <td colspan="2">7220-Travel Expense (general)</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7612</td> <td></td> <td>\$0.00</td> <td colspan="2">7612-Registration fees-conf</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7251</td> <td></td> <td></td> <td colspan="2">7251-International Travel Expense</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7252</td> <td></td> <td></td> <td colspan="2">7252-International Travel Air</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7253</td> <td></td> <td></td> <td colspan="2">7253-International Travel Rail/Bus</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7254</td> <td></td> <td></td> <td colspan="2">7254-International Vehicle Rental</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>7255</td> <td></td> <td></td> <td colspan="2">7255-International Private Car Mileage</td> <td colspan="2"></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>\$332.00</td> <td colspan="2"></td> <td colspan="2">Business Services</td> </tr> </tbody> </table>												ALL INVENTORY ACCOUNT NUMBERS TO BE CHARGED				Account Code Descriptions		APPROVED		Index Number	Acct Code	Split Alloc	Amount						7205		\$0.00	7205-Travel Air					7210			7210-Travel Rail/Bus					7225		\$0.00	7225-Private Car Mileage					7229		\$0.00	7229-Vehicle Rental				695A1U	7220		\$332.00	7220-Travel Expense (general)					7612		\$0.00	7612-Registration fees-conf					7251			7251-International Travel Expense					7252			7252-International Travel Air					7253			7253-International Travel Rail/Bus					7254			7254-International Vehicle Rental					7255			7255-International Private Car Mileage				Total			\$332.00			Business Services	
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* For multiple account allocation, please write the split amount manually on "Split Alloc." column.
Note: Failure to adhere to the travel guidelines may result in vouchers returned to employees, causing delays in processing.

Revised January 2024

TRAVEL EXPENSE VOUCHER PACKET CHECKLIST

The responsible individual within the department is to submit the travel expense voucher packet via email to purch@uah.edu for processing. To ensure efficient handling, it is recommended that the travel expense voucher packet be organized in the following order:

- Travel Expense Voucher
- Travel Authorization
- Notes from traveler about the completed travel
- Google Maps for mileage expense
- Lodging receipts (and cost comparison if required)
- Taxi's and ride-share receipts
- Rental Car receipts (and cost comparison if required)
- Airfare receipts (and cost comparison if required)
- Tolls and parking receipts
- Fuel/Gasoline receipts
- Registration fee receipts
- Miscellaneous expenses receipts

Please note- For lost receipts other than those for registration fees, airfare, rail and bus fares, hotel bills, rental vehicles, the Missing Receipt Affidavit should be completed and included in the travel expense voucher packet. For expenditures over \$75 for which no receipt is available, written justification is required.

TRAVEL EXPENSE VOUCHER PACKET REVIEW CHECKLIST

Before submitting the travel packet, the responsible individual within the department should review and comply:

- Review travel expense voucher for completeness ensuring all fields are completed which include name, title, A#, address, date, index number, purpose of trip, point of contact, etc.
- Ensure justification for all deviation from official travel is included in the travel expense voucher packet.
- Check travel expense voucher for proper approval.
- Verify the signatures are appropriate (electronic signature companies like DocuSign are acceptable).
- Compare travel authorization to travel expense voucher for consistency (name of traveler, dates, index number should be the same on both).
- Review conference agenda to ensure meals provided are not included in the travel expense voucher for reimbursement.
- Ensure transactions on travel expense voucher are in compliance with the UAH Travel Guidelines. Verify no prohibited expenses are included.
- Compare supporting documentation to amounts on travel expense voucher and verify accuracy.
- Ensure the supporting documentation for international travel expenses include the conversion rates for the expense date.

CONTACT INFORMATION

- **Carla R. Byrd, Senior Director of Procurement and Business Services**

Email- carla.byrd@uah.edu

Phone Number- 256-824-6674

- **Ani Binitie, Procurement Card Services Supervisor**

Email- ani.binitie@uah.edu

Phone Number- 256-824-2239

- **Marcie Meeves, Travel Program Coordinator**

Email- marcie.meeves@uah.edu

Phone Number- **256-824-1863**

- **Marcey Bennett, Procurement Card Coordinator**

Email- marcy.bennett@uah.edu

Phone Number- 256-824-6515