



## THE UNIVERSITY OF ALABAMA SYSTEM

THE UNIVERSITY OF ALABAMA • THE UNIVERSITY OF ALABAMA AT BIRMINGHAM • THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

*Office of Financial Affairs  
Director of Financial Operations*

**DATE:** August 20, 2008

**TO:** Malcolm Portera, Michael Bownes, Newt Hamner, Ray Hayes, Bill Jones, Charles Nash, Kellee Reinhart, Ralph Smith,

**FROM:** Stan Acker *SJA*

**RE:** Required supporting documentation for certain travel and entertainment expenses

**CC:** TiKeisha Lang

Effective September 1, 2008, the UA System Office Travel and Entertainment Policy will be modified to require detail receipts for reimbursement of out of state employee meal expense and both in state and out of state entertainment expense. The detail receipt should be the original provided by the vendor and have the establishment name, date of transaction and an itemized listing of the items purchased. For entertainment expenses, the name of the person(s) entertained and the business purpose for the entertainment should also be included.

In the event an original detail receipt is not available or has been misplaced, a substitute certification form may be used. A copy of the substitute form is attached to this message and copies will be available through my office or directly from the UAS web site.

Please distribute this memo and the related substitute form to your respective departments before our effective date. Our goal will be to make the month of September a "transition period" and have this new policy fully in effect as of the beginning of the new fiscal year on October 1.

Please call if you have any questions on this change in our reimbursement policy and thanks in advance for your support in the implementation.

**University of Alabama System Office**  
**Travel & Entertainment Certification Statement**

I hereby certify that:

- the travel and expenses indicated hereon were incurred by me in the performance of official University of Alabama System Office business pursuant to travel authority granted 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 System Office policies and no expenses included herein have been previously submitted.

Signature of Traveler: \_\_\_\_\_

Date: \_\_\_\_\_