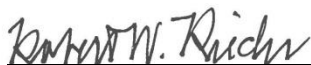


THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

TRAVEL POLICIES

<u>Number</u>	06.04.01
<u>Division</u>	Accounting and Financial Reporting
<u>Date</u>	May, 2013
<u>Purpose</u>	To ensure sound business practices, proper reporting and reimbursement for necessary expenses associated with University travel.
<u>Policies</u>	<u>UAH Travel Guidelines</u> <u>UAH Travel Guidelines for P-Card</u> <u>U.S. Flag Carrier Regulations</u>
<u>Procedures</u>	<u>Travel Authorization Form</u> <u>Travel Authorization Form for Academic Units</u> <u>Sponsored Student Group Travel Advance</u> <u>In-State Travel Voucher</u> <u>Out-of-State Travel Voucher</u> <u>Sponsored Student Group Travel Expense Voucher</u> <u>International Travel Account Codes</u>
<u>Review</u>	The Office of Accounting and Financial Reporting is responsible for the review of these policies every five years (or whenever circumstances require).

Approval



Chief University Counsel

Ray M. Penne

Senior Vice President for Finance and Administration

Robert Leonard

Associate Vice President for Accounting & Business Services

APPROVED:

Robert A. Altenkirch

President