

University of Alabama in Huntsville
TRAVEL EXPENDITURES BY P-CARD

REVISED TRAVEL VOUCHER

A travel expense voucher is required to be fully completed for all travel-related expenses. The Out-Of-State-Expense-Voucher has been revised to include all expenses, whether paid by the Traveler, Purchasing Card (P-Card) and other methods such as a Purchase Order.

The modified voucher has a column for reimbursement, a column for P-card purchases, a column for payments by purchase order and a total column. All expenses must be listed on this voucher to properly reflect the true cost of the travel and to provide full disclosure for audit purposes.

RECEIPTS

Any travel charges using a P-Card for airline tickets, lodging charges, registration receipts, car rental invoices and parking must be turned in at the time of the charge to the departmental reconciler. These charges will need to be recorded and copies of your receipts attached and submitted when your Travel Voucher is submitted. The reason for this procedure is because the travel and P-Card systems are two separate systems and must be reconciled independently of each other. *NOTE: MEALS ARE UNALLOWABLE CHARGES ON A P-CARD.*

PERSONAL EXPENSES

Personal expenses may not be placed on the P-Card at any time. Examples may include, but are not limited to movies, golf, tennis spas, or other entertainment or recreational fees. Travelers may not use their P-Card to pay for their family's expenses.

BUSINESS AND PERSONAL TRAVEL COMBINED

When personal travel is combined with business travel, a clear separation must be made between business and personal travel. If the airfare or other transportation charges include stopovers or side trips which would not be the most direct route, the University P-Card should not be used. If personal time is taken at the business destination, the University P-Card should not be used for those charges. The traveler should do a cost comparison when combining business and personal travel.

PRIVATE VEHICLE

When traveling by private vehicle you must provide a comparison between the cost to drive and the cost to fly. The cost to drive includes mileage, lodging, meals and parking to and from the destination. The cost to fly includes airfare, mileage and reasonable travel expenses between campus, airport, and airport to hotel in the destination city. The cost of the airfare should be based on 7-14 day lead-time coach fare. The University will reimburse the lesser of the cost to fly or drive. Include the calculations to support the necessary documentations. *DO NOT USE THE P-CARD FOR ANY ENROUTE EXPENSES WHEN DRIVING.*

CONFERENCE REGISTRATION

When paying for conference registration by P-Card, the receipt should be itemized. This office needs information that shows what the total cost consists of such as registration, meals, tours, etc.

AIRFARE

All University faculty, staff, students and visitors traveling on official business are expected to travel at the lowest available airfare. Employees should plan well in advance to obtain the most economical airfare available. Only coach/economy fares are allowable unless warranted by a medical condition approved by the traveler's physician. Business class, but not first class, is allowable when a physician approved medical certification is submitted with the travel voucher.

Tickets may be purchased with traveler funds, P-Card or through the Office of Procurement Services

The costs of ticket life insurance and ticket cancellation insurance are unallowable.

LODGING

When paying with a University P-Card, the only allowable charges are the room, internet, and business phone calls. All other charges must be paid out-of-pocket at checkout. An itemized hotel bill must be submitted with the travel expense voucher.

COMPLIANCE

Travel and related expenditures shall comply with the requirements of the University Travel Policy, Policies and Procedures Manual for Procurement Card Program, and any related State of Alabama and Federal Regulations. It is the responsibility of the employee and the supervising administrator to comply with established policies and procedures related to travel.

REPORT SUBMISSION

The travel expense voucher shall be submitted to:

Accounting & Financial Reporting
SKH Room 230

RENTAL VEHICLE

The University P-Card may be used to rent vehicles on approved business trips. If the rental vehicle is the most economical mode of transportation, the traveler shall rent a compact or medium size vehicle. Full-size car and vans are allowed for groups when traveling on official University business. Luxury automobiles or upgrades are unallowable unless there is no additional charge, which must be documented by the rental agency.

Before renting a vehicle, the traveler should consider shuttle services and taxis, particularly for transportation between the airport and lodging.

When a vehicle is rented at the traveler's destination, it must be rented in the name of the University of Alabama in Huntsville and the traveler, so that both the driver and the vehicle are covered by the University's liability and comprehensive and collision insurance. Insurance on rental vehicles for domestic travel is unallowable.

An additional driver is unallowable unless he/she is an employee of the University traveling on official University business.

Charges for navigational aids are unallowable.

UNALLOWABLE OR INADVERTANT P-CARD CHARGES

Personal charges should never be charged to a P-Card even if the intent is to pay or deduct the charge at a later date. *UNALLOWABLE CHARGES WILL BE DEDUCTED FROM THE EMPLOYEE PAYROLL.*

INSTAATE TRAVEL

DO NOT USE P-CARD FOR INSTAATE TRAVEL. Instate travel is reimbursed on a per diem basis.