UAB travel reimbursement is initiated using an Oracle Payment Request Form. For in-state or out-of-state travel, UAB employees should follow the directions below to request, with pre-approval as required, reimbursement for actual and necessary out-of-pocket travel expenses incurred in the course of UAB business.

Please note:

- Use the object code 8301015 to identify in-state travel.
- Allowable object code range is 8301000-8301099 or 8302060.
- For specific object code information, visit the Object Code Search on the UAB Financial Affairs website.

Step 1

Log in to Oracle HR & Finance

- Navigate to my.uab.edu
- Locate and click Oracle HR & Finance

Step 2

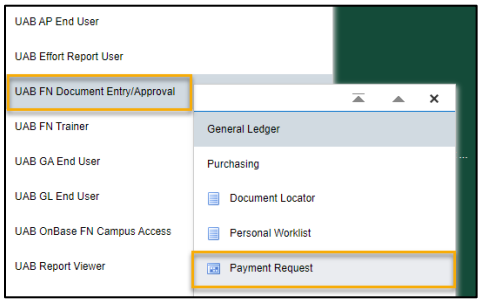
Open the Oracle Navigator

- Click on the 3-lined "hamburger" icon in top left corner

Step 3

Navigate to Payment Request via UAB FN Document Entry/Approval or UAB Requisition Input

- UAB FN Document Entry/Approval used as an example

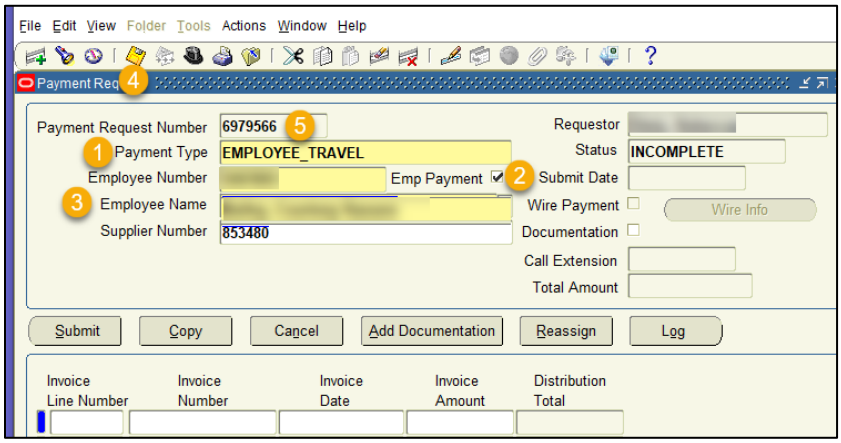


Step 4

Enter Payment Request Header Info:

1. Select Payment Type: EMPLOYEE_ TRAVEL
2. Check Emp Payment box
3. Add Employee Name
4. Click Save in the toolbar
5. Then, a Payment Request Number will be created

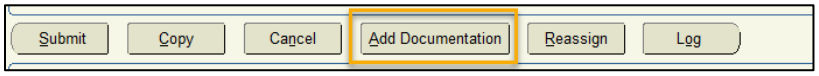
Note: [Click here for Oracle Payment Request training]



Step 5

Enter Specific Travel Information

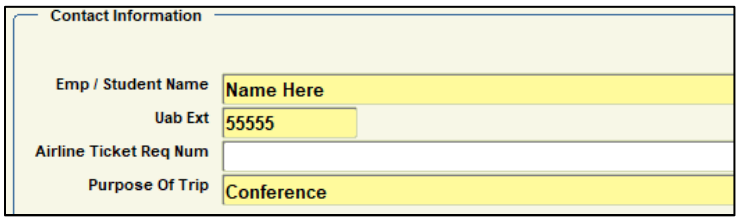
- Click Add Documentation



Step 6

Add Contact Information

- Fill in all yellow (required) boxes



Step 7

Enter Points of Travel

Points Of Travel

Line	Trvl From	Trvl To	Trvl Mode	Trvl Date
1	Birmingham	Atlanta	personal vehicle	05-SEP-2023
2	Atlanta	Birmingham	personal vehicle	06-SEP-2023

Step 8

Enter Requested Amounts for Reimbursement beginning with Primary Transportation

- If entering Number of Personal Car Miles, the system will automatically calculate the amount due, based upon the IRS standard mileage rate.
- Any expenditures incurred for airfare, train, or rental car can be entered in the Plane, Train, Rental Car, Etc. (Attach Stubs) field

Note: For information about allowable expenses and other travel policies, visit [the Financial Affairs Traveling page.]

Requested Amounts For Re-Imbursement

Primary Transportation

Line	Month Day & Year	Number Of Personal Car Miles	@ Daily Rate	Day Rate Total	Plane, Train, Rental Car,Etc (Attach Stubs)
					.00

Step 9

Enter Meals and Lodging

- Enter meal expenses incurred in the Breakfast, Lunch, and Dinner columns.
- Enter hotel stay expenditures for the date in the Rm Amt field.
- All amounts are calculated and the subtotal populates in the Total field.

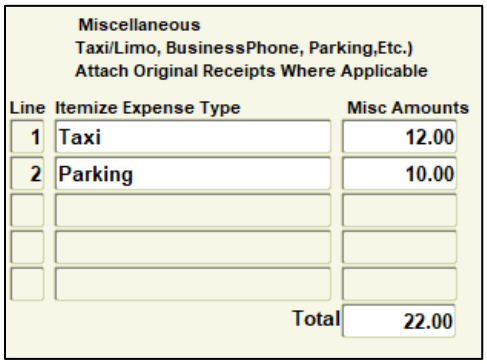
Meals and Lodging

Breakfast	Lunch	Dinner	Rm Amt
		Total	

Step 10

Add Miscellaneous Expenses (if applicable)

- The **Miscellaneous** area will be used to itemize expenses such as taxi or limo fares, tips, parking, etc.
- Each line in this area is numbered the same as if it actually appeared on the same line with the **Primary Transportation** and **Meals and Lodging** information.
- Amounts in this region are calculated and the subtotal is populated in the **Total** field.



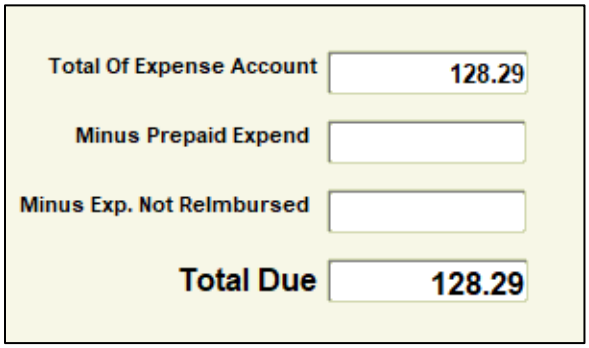
Miscellaneous
Taxi/Limo, BusinessPhone, Parking,Etc.)
Attach Original Receipts Where Applicable

Line	Itemize Expense Type	Misc Amounts
1	Taxi	12.00
2	Parking	10.00
	Total	22.00

Step 11

Review Total Due

- The Total of Expense Account and Total Due fields will be maintained by the system by calculating the subtotals found under the Primary Transportation, Meals and Lodging, and Miscellaneous regions.
- If there are any prepaid or non-reimbursable expenditures, the user should indicate those costs by populating either the Minus Prepaid Expend and/or Minus Exp. Not Reimbursed.

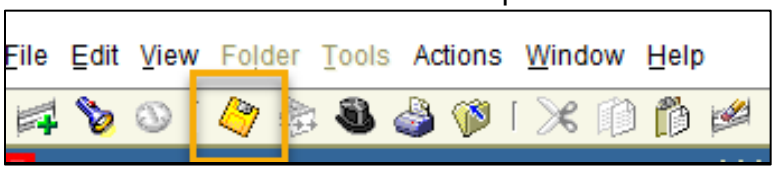


Total Of Expense Account	128.29
Minus Prepaid Expend	
Minus Exp. Not Reimbursed	
Total Due	**128.29**

Step 12

Save

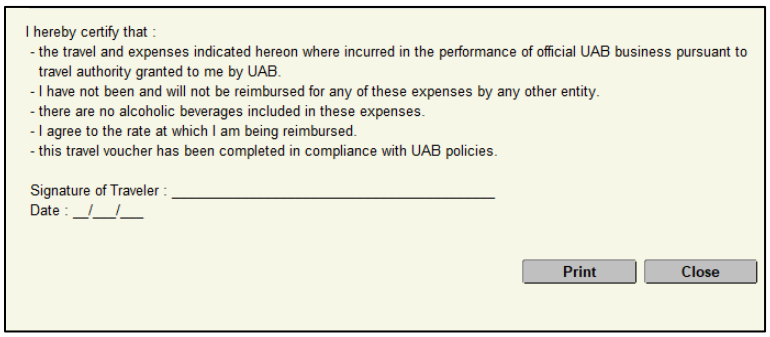
- Click the Save icon at the top of the window



Step 13

Complete the Traveler Certification Statement

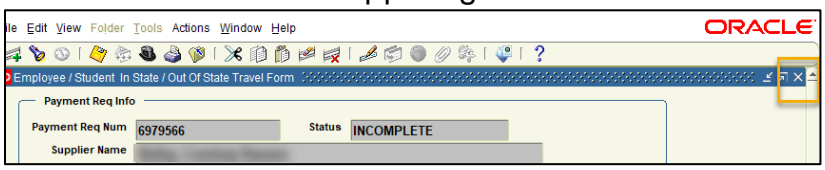
- The traveler's certification statement will need to be printed or saved to PDF, signed by the traveler, and uploaded to OnBase with other supporting documentation.



Step 14

Close the Add Documentation window

- Click the X in the upper right corner of the window

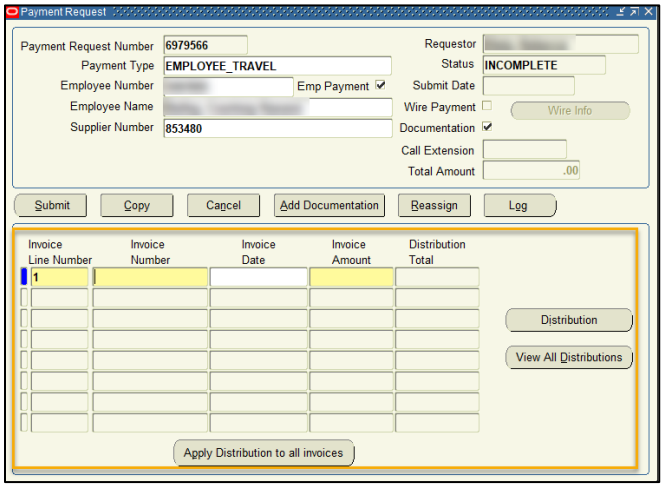


Step 15

Add Invoice Line(s)

- Add amount(s) to be reimbursed based on what you entered in Add Documentation
- Use only allowable object codes
  - Use the object code 8301015 to identify in-state travel
  - Allowable object code range is 8301000-8301099 or 8302060
  - For specific object code information, visit the Object Code Search on the UAB Financial Affairs website
- Click Save

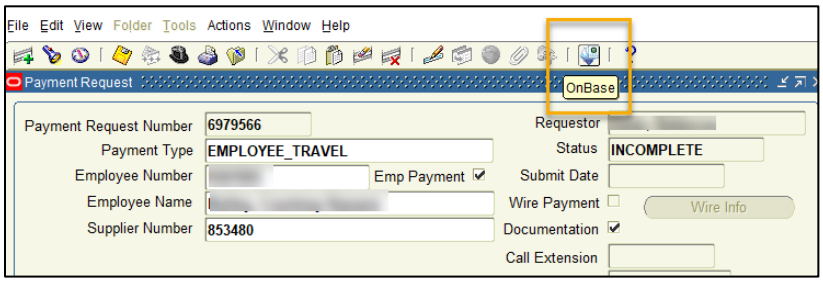
Note: Click here for specific instructions on Entering the Invoice on an Oracle Payment Request



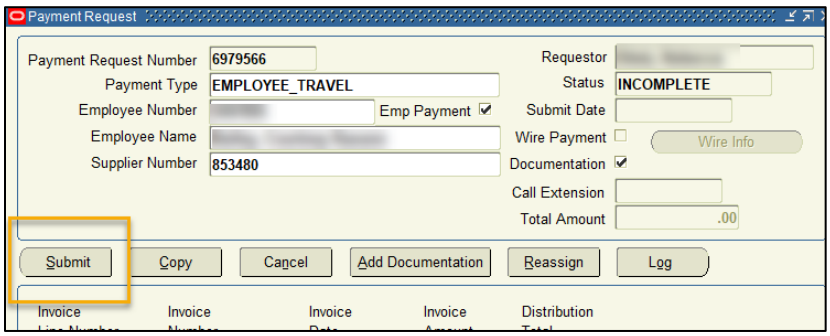
Step 16

Upload Supporting Documents to OnBase

- Add all supporting documentation for travel reimbursement using OnBase



Step 17

Submit the Payment Request

- Click Submit to complete the process