EMPLOYEE OUT-OF-STATE TRAVEL VOUCHER

DEPARTMENT |
PURPOSE OF TRIP |
FOR QUESTIONS CONCERNING THIS TRAVEL VOUCHER, CONTACT: |
UAB EXT. |

ACCOUNT | OBJECT | AMOUNT | ACCOUNTANT APPROVAL |
---------|--------|--------|---------------------|
11 | 12 | $ | 13 | 14 |

AIRLINE TICKET REQUISITION NO. |

POINTS OF TRAVEL (departure and arrival times must be shown)

FROM | TO |
--- | --- |

FROM | TO | MODE |
--- | --- | --- |

FROM | TO | MODE | DATE | TIME |
--- | --- | --- | --- | --- |

DATE |

PRIMARY TRANSPORTATION |

MONTH, DATE, & YEAR |
NUMBER OF PERSONAL CAR MILES |
PLANE, TRAIN, RENTAL CAR, ETC. (ATTACH STUBS) |

BREAKFAST | LUNCH | DINNER |
--- | --- | --- |

TOTAL MILES |

@ IRS STD. RATE |

MEALS AND LODGING |

ROOM (ATTACH ORIGINAL RECEIPT) |
MEALS AND LODGING AMOUNT |

TAX/IMO, BUSINESS PHONE, PARKING, ETC. |
ATTACH ORIGINAL RECEIPTS WHERE APPLICABLE |

ITEMIZE TYPE OF EXPENSE |
MISC AMOUNT |

TOTAL MISCELLANEOUS |

I hereby certify that the travel and expenses indicated hereon were accomplished in the performance of official duties pursuant to travel authority granted to me and that I have not and will not be reimbursed for this expense by any other organization. There are no alcoholic beverages included in these expenses.

If requesting reimbursement for first class travel, I further certify that only first class accommodations were available.

I agree to the rate at which I am being reimbursed.

This travel voucher has been completed in compliance with University policies.

SIGNATURE OF TRAVELER |

RESPONSIBLE PERSON/PRINCIPAL INVESTIGATOR |

SUMMARY:

TOTAL MEALS/SUPER DIEM IF OVERNIGHT STAY NOT REQUIRED |
TOTAL OTHER EXPENSES PER THIS VOUCHER |
TOTAL THIS EXPENSE ACCOUNT |
MINUS EXPENDITURES NOT REIMBURSED BY UAB |
MINUS PREPAID EXPENSE |
TOTAL DUE THE TRAVELER |

DEPARTMENT/DIVISION (IF INTERNALLY REQUIRED) |
DEAN/HOSPITALITY |
TRAVEL AUDIT APPROVAL |
CONTROLLER APPROVAL |

DATE |
DATE |
DATE |
DATE |
University of Alabama at Birmingham travel regulations which are documented in the General Guidelines for Reviewing Requisitions should be studied carefully and followed in preparing this travel expense requisition. The following highlights are supplied for your convenience:

1. The Employee Out-of-State Travel Voucher should be used only by an employee of the University of Alabama at Birmingham. All travel expenses should be listed on this form even if the expense was prepaid.

2. The traveler should never be reimbursed by the University and another organization for the same travel expenditure.

3. All documentation required for travel expenditures should be original. If original documentation is not available, a written explanation must be provided.

4. Travel on official University business requires the use of tourist accommodations when traveling by air, but first class may be used if tourist space is not available.

5. Private automobile mileage reimbursement is authorized on the basis of the IRS standard mileage rate. Refer to the Employee Travel-Transportation section of the UAB Expenditure Guidelines website for the current IRS standard mileage rate.
   
   http://main.uab.edu/show.asp?durki=6280

6. Full reimbursement for hotel rooms and meals is authorized, but it is expected that reasonably priced accommodations and reasonably priced meals will be used.

7. A notation of the single room rate is required when a non-UAB employee accompanies the UAB traveler on a business trip.

8. Official banquets will be fully reimbursed when attendance is required and must be explained by footnotes. Meals reimbursed may be subject to federal tax if overnight stay is not required. Meals, if subject to federal tax, will be included in the traveler’s taxable income and will appear on the Form W-2 Wage and Tax Statement.

9. Original receipts for primary transportation, rental cars, and for out-of-state lodging are required. For example, the traveler’s copy of an original airline ticket must be saved and used as an attachment to the voucher even if the airline ticket was prepaid by the University of Alabama at Birmingham.


11. Should expenses be incurred such as necessary secretarial services, conference registration, space rental for displays at conventions, etc., it will be necessary that you secure invoices and receipts for this type of service. These types of expenses are normally reimbursed by Disbursement Requisitions through the regular requisition system.

12. The time for arrival at and departure from a place will be considered as the hour at which the train, plane, bus, automobile, or other conveyance used by the traveler actually leaves or arrives at its regular terminal or destination.

13. Should you have questions in regard to these regulations, please refer them to the Accounting Department.