

The New Employee Intra-State Travel Form Overview

The new form will look and function similar to the existing Intra-State Travel form. Effective **November 17, 2009**, the Intra-State Travel form will only be accessible from the Payment Request form by clicking on the **ADD DOCUMENTATION** button. Shown below is an overview of the form with an explanation of each region.

Payment Req Info

This area will be system maintained and records the payment request header information that appears on the initial Payment Request form.

Payment Req Info			
Payment Req Num	5310501	Status	INCOMPLETE
Supplier Name	Suzy Quintard (1237480)		
Supplier Number	258785	Payment Type	INTRA_ST_EMPL_TRAVEL

Contact Information

Users will be required to enter the contact person for this payment request should Purchasing Services have any questions. The **EMP NAME**, **UAB EXT** and **PURPOSE OF TRIP** fields are all **required**

Contact Information	
Emp Name	Joe Blow
Uab Ext	58975
Airline Ticket Req Num	
Purpose Of Trip	Site Visits

Points of Travel

Users will be **required** to enter beginning and ending destinations for intra-state trip, as well as the mode of travel and travel date.

Points Of Travel			
Line	Trvl From	Trvl To	Trvl Date
1			

Requested Amounts for Reimbursement

This region allows the user to enter detailed travel information. Details about this region are found below.

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)	Meals and Lodging		Return AM	Return PM	Allowance For Meals	Amt Per Diem Clmd
1											
Total											

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

Line	Itemize Expense Type	Misc Amounts
1		.00
Total		

Total Of Expense Account

Minus Prepaid Expnd

Minus Exp. Not Reimbursed


Total Due

Primary Transportation. As shown below in this example, if a user enters mileage in the **NUMBER OF PERSONAL CAR MILES** field, the system will automatically calculate the amount due, based upon the IRS standard mileage rate determined by the date entered by the user. Any expenditures incurred for airfare, train or rental car can be recorded in the **PLANE, TRAIN, RENTAL CAR, ETC (ATTACH STUBS)** field.

Line	Month Day & Year	Number Of Personal Car Miles	@ Daily Rate	Day Rate Total	Plane, Train, Rental Car, Etc (Attach Stubs)
1	01-NOV-2009	150	.55	82.50	
		150		82.5	.00

Meals and Lodging. Under this area, users will enter the times of departure and arrival under the **DEPART** and **RETURN** fields. Times **must be entered** in the HH:MM format as shown in this example.

Meals and Lodging					
Depart AM	Depart PM	Return AM	Return PM	Allowance For Meals	Amt Per Diem Clmd
8:00					
Total					

 **Note:** The **ALLOWANCE FOR MEALS** and **AMT PER DIEM CLMD** fields are **not** to be populated **at the same time**. The **ALLOWANCE FOR MEALS** field should only be populated when there is **no overnight stay**. The **AMT PER DIEM CLMD** field should only be populated when there is an **overnight stay**.


Miscellaneous. The Miscellaneous area will be used to itemize expenses such as taxi 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.

Miscellaneous Taxi/Limo, BusinessPhone, Parking,Etc.) Attach Original Receipts Where Applicable		
Line	Itemize Expense Type	Misc Amounts
1		.00
Total		

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** 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** or **MINUS EXP. NOT REIMBURSED** fields.

Total Of Expense Account	<input type="text" value="82.50"/>
Minus Prepaid Expend	<input type="text"/>
Minus Exp. Not Reimbursed	<input type="text"/>
Total Due	<input type="text" value="82.50"/>

Certification Statement. The traveler's certification statement is still included with this new form. This travel form will still need to be printed, signed by the traveler and included with the backup documentation that is to be scanned into Optidoc.

 **Important!** When printing this form, please click on the **PRINT** button found at the **bottom** of the form to ensure that the information found on the form prints with a white background, thus making it readable when it is scanned into the Optidoc imaging system. Using the print icon found on your toolbar prints a dark copy of this form that makes it difficult to read when it is scanned.

I hereby certify that :

- the travel and expenses indicated hereon were incurred in the performance of official UAB business pursuant to travel authority granted to me by UAB.
- 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 travel voucher has been completed in compliance with UAB policies.

Signature of Traveler : _____
Date : __/__/__

