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.

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.

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.
**Requested Amounts for Reimbursement**

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

![Image of Requested Amounts for Reimbursement form]

**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.

![Image of Primary Transportation details]

- **Line 1:** 01-NOV-2009
- **Number Of Personal Car Miles:** 150
- **@ Daily Rate:** .55
- **Day Rate Total:** \(150 \times .55 = 82.50\)
- **Total Due:** .00

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**UAB Administrative Systems Instruction & Development**
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.

![Table showing meals and lodging details]

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.
**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.

<table>
<thead>
<tr>
<th>Total Of Expense Account</th>
<th>82.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minus Prepaid Expend</td>
<td></td>
</tr>
<tr>
<td>Minus Exp. Not Reimbursed</td>
<td></td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td>82.50</td>
</tr>
</tbody>
</table>

**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.