The New Employee Out-of-State Travel Form Overview

The new form will look and function similar to the existing Out-of-State Travel form. Effective **November 17, 2009,** the Out-of-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.** If the traveler secured airfare using Adventure Travel, the airline ticket number may be recorded in the **AIRLINE TICKET REQ NUM** field.

Points of Travel

Users will be **required** to enter beginning and ending destinations for out-of-state trip, as well as the mode of travel and travel date. There is more space in this region to enter multiple points of travel, should the user need it. To access additional lines beyond what is shown, **click on the down-arrow key** on the keyboard to access more lines.

Points Of Travel

Line	Trvl From	Trvl To	Trvl Mode	Trvl Date
1	Birmingham, AL	Atlanta, GA	Car	01-NOV-2009
2	Atlanta, GA	Birmingham, AL	Car	02-NOV-2009

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			
						Breakfast	Lunch	Dinner	Rm Amt
									Total

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

Line	Itemize Expense Type	Misc Amounts
	Total	

Total Of Expense Account	.00
Minus Prepaid Expend	
Minus Exp. Not Reimbursed	
Total Due	.00

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 cost due, based upon the IRS standard mileage rate that is 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	180	.55	99.00	
		180		99	

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Meals and Lodging . Under this area, users will enter the meal expenses incurred for meals (breakfast, lunch and dinner). Hotel stay expenditures incurred for the day indicated are recorded in the **RM AMT** field. All of the amounts under this region are calculated and the subtotal is populated in the **TOTAL** field as shown.

Breakfast	Lunch	Dinner	Rm Amt
7.50	8.00	25.00	119.50
		Total	160.00

Miscellaneous. 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 a**ctually appeared on the same line with the Primary Transportation and Meals and Lodging information.** Amounts under this region are calculated and the subtotal is populated in the **TOTAL** field as shown in this example.

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
3	Tips	10.00
	Total	32.00

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** fields.

Total Of Expense Account	82.50
Minus Prepaid Expend	
Minus Exp. Not Reimbursed	
Total Due	82.50

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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 where 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 : __/___/___

Print   Close

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