

Question	Answer
<p>Why can't I find the OUT_OF_ST_EMPL_TRVL and INTRA_ST_EMPL_TRAVEL payment request types?</p>	<p>Beginning October 1st, 2023, UAB employees will use one of the two new payment request types to request reimbursement for domestic travel expenses, as applicable:</p> <ul style="list-style-type: none"> • EMPLOYEE_TRAVEL • PER_DIEM_EMPL_TRAVEL <p>As of October 1, 2023, the OUT_OF_ST_EMPL_TRVL and INTRA_ST_EMPL_TRAVEL payment request types have been removed as a result of changes in HB68 from the State of Alabama Legislature.</p>
<p>What training materials are available for using the new payment request types?</p>	<p>Visit the Financial Affairs Training page to access step-by-step instructions and information about using the EMPLOYEE_TRAVEL and PER_DIEM_EMPL_TRAVEL payment request types.</p>
<p>Is the Adobe Sign Travel Pre-Approval form required or just recommended?</p>	<p>The Adobe Sign Travel Pre-Approval is now required for both in-state travel and out-of-state travel in order for UAB employees to be reimbursed for necessary travel expenses incurred in the course of UAB business.</p> <p>The form must be completed online in order to record an official time stamp upon submission.</p> <p>See the Travel Pre-Approval Form Page for some exceptions.</p>
<p>Can I access OUT_OF_ST_EMPL_TRVL and INTRA_ST_EMPL_TRAVEL payment request documents and records after October 1?</p>	<p>Documents will not be allowed to be copied from these two payment types.</p> <p>OUT_OF_ST_EMPL_TRVL and INTRA_ST_EMPL_TRAVEL records will be available to query and view should questions arise regarding any past travel.</p>
<p>What if OUT_OF_ST_EMPL_TRVL or INTRA_ST_EMPL_TRAVEL payment requests are still in the approval process on/after October 1st?</p>	<p>As long as the payment requests were submitted before October 1, they will be allowed to be approved through normal workflow.</p> <ul style="list-style-type: none"> • Those in central approval roles with workflow access to these payment types will be able to access, update, and approve as usual. • User approvers will be able to access, review, and approve as usual. <p>Once the approvals are complete the document(s) may be viewed for historical purposes only</p>



What if an OUT_OF_ST_EMPL_TRVL or INTRA_ST_EMPL_TRAVEL payment request was submitted before October 1st, but is returned to the user for some reason after October 1st?

The returned document will need to be re-entered using one of the two new payment types:

[EMPLOYEE TRAVEL](#) or [PER DIEM EMPL TRAVEL](#) .

- The user needs to reference the document was previously submitted using one of the retired payment types.
- All previous backup documentation must be attached to the new document type.