



FINANCIAL AFFAIRS

The University of Alabama at Birmingham

As UAB prepares to implement new processes related to amended In-State Travel guidelines (See eReporter 8/22/2023), there will be several changes to Oracle Payment Request forms used to process travel reimbursements. Beginning October 1, 2023, UAB employees will use one of two new payment request types to request reimbursement for domestic travel expenses. The payment types are EMPLOYEE TRAVEL and PER DIEM EMPL TRAVEL. Also, with the implementation of the new payment request types, as of October 1, 2023, the historical OUT_OF_ST_EMPL_TRVL and INTRA_ST_EMPL_TRAVEL payment request types will be removed as request options.

Please refer to the chart below for a summary related to the Oracle Payment Request Types:

Oracle Payment Request Form Type	Description	Available for Use October 1, 2023 and after
OUT_OF_ST_EMPL_TRVL	To be used for employee travel outside of the State of Alabama	No
INTRA_ST_EMPL_TRAVEL	To be used for employee travel within the State of Alabama	No
EMPLOYEE TRAVEL	To be used for employee travel for which actual expense reimbursement is requested	Yes
PER DIEM EMPL TRAVEL	To be used for employee travel within the State of Alabama for which Pre-Approval was not obtained and Per Diem is requested	Yes

Any historical payment types that are in process as of October 1, 2023, will be allowed for review and approval through workflow. However, if a payment request using the historical payment types is returned during the review/approval process, the department will need to create a new payment request using the appropriate new payment types. FAQ's and additional training related to travel reimbursements can be found on the Financial Affairs webpage.

As we implement these changes, we are also taking this time to review related travel guidelines. As a result of this review and to promote consistency across multiple reimbursement policies, effective October 1, 2023 we are requiring receipts for all meal reimbursements. This applies to domestic and international travel reimbursements as well as meals paid with a p-card.

Financial Affairs is continuing a review of expenditure guidelines related to travel and business meals to allow for opportunities to improve consistency and processing time. We will provide future updates as applicable.