UAB Employee Travel Reimbursement Information

All travel reimbursements must be made within 60 days of the charge that was incurred. Reimbursements over 60 days become taxable income—no exceptions.

• **Intra-State Travel (within the state of Alabama)**
  - P-Cards are not used for intra-state travel.
  - Mileage: Individuals will be reimbursed the Federal Mileage Rate. Please check the rate as it changes annually.
  - Food and Lodging: For in-state travel, individuals will be reimbursed at a per diem rate rather than a receipt style reimbursement.
    - If the individual’s trip is **less than 6 hours**, there is no per diem
    - If the individual’s trip lasts **from 6-12 hours**, the per diem rate is $12.75
    - If the individual’s trip lasts **over 12 hours but not an overnight stay**, the per diem rate is $34.
    - If the trip requires an **overnight stay**, the per diem rate is $85.
    - For extended stay per diem rates, please see the linked website above.
  - Business Meals: classified as a meal with a non-UAB individual. These should be processed as entertainment meals and not a travel reimbursement. UAB individual is only entitled to per diem rate.
  - If submitting to the Dean’s Office for processing, please copying direct supervisor in email request.

• **Out of State Travel (this includes foreign travel requests)**
  - **Airline Ticket**: Employees are encouraged to use Adventure Travel to purchase airline tickets however individuals are welcome to purchase their own ticket. If the employee purchases their ticket individually, it may not be reimbursed until after the trip is complete and must also provide the following documentation:
    - Original receipt demonstrating that the traveler, not UAB, purchased the ticket
    - The airline’s or travel agency’s trip itinerary confirmation or invoice indicating the traveler's name and fare/cost along with the applicable flight numbers, departure city and destination city, dates and times.
  - UAB will not reimburse for the following:
    - Travel insurance on an individually purchased airline ticket
    - A Delta One or comparable airfare (upgrades from economy/coach class)
    - Business class or higher on flights less than 8 hours unless there is a written doctor’s note provided. If these fares are purchased, the reimbursement requestor must determine the base airfare rate and remove the class surcharge. UAB will reimburse for the base fare.
  - **Taxis/Ubers**
    - Locations of departure and destination must be provided.
    - Trips to restaurants in situations where meals are provided or restaurants are within walking distance are not allowable expenses.
Departments are required to keep a copy of the receipts however, receipts less than $25 (including tips) do not need to be faxed into Optidoc.

- **Transportation**
  - **Personal Vehicle**: Individual will be reimbursed the federal mileage rate. Please double check as it changes annually. Do not use P-Card for gas in personal car as you will be reimbursed by the federal mileage rate.
  - **Rental Cars**: Individuals will be reimbursed for a reasonable car rental i.e. standard, compact, economy cars. Upgrades will not be reimbursed. Original receipt must be present. P-Cards are allowable for gas on rental cars.
  - **Parking and toll charges**: Receipts must be returned for reimbursement. UAB will not reimburse parking violation tickets.

- **Meals**
  - Maximum reimbursement limits (including tips) for meals are as follows:
    - Breakfast: $25
    - Lunch: $50
    - Dinner: $75
  - Meals including non-UAB individuals should be processed as business meals and not included in the travel reimbursement.
  - Itemized receipts are required for accountability and auditing purposes but not required to be faxed into Optidoc.
  - Alcohol is an unallowable expense.
  - Snacks are an unallowable expense unless they are being claimed as meals.

- **Internet usage**
  - UAB will reimburse access fees to the internet from hotels, airports, etc. with receipts and a valid UAB business purpose.

- **Lodging**
  - A final itemized receipt is required for reimbursement after the trip.
  - If there are meals included on the receipt, those must be included in the meal portion of the reimbursement.
  - If the individual is staying with friends/family in the same hotel room, UAB will reimburse for the single room rate.
  - If the individual is staying with another UAB employee in the same hotel, the name of the other employee/s should be noted and their payment request numbers should be noted in the request. In order to review properly, all affected reimbursements should be submitted at the same time.

- **International Travel**: an international travel form must be submitted and approved before the trip. It must be faxed into Optidoc when reimbursement is submitted.

- If submitting to the Dean’s Office for processing, please copying direct supervisor in email request.
UAB must answer to many external parties (e.g. the State of Alabama, grant sponsors, and the federal government). We are required to maintain detailed information sufficient for proper accounting for expenditures. This information is known as "documentation". In some cases documentation is noted on the online requisition form itself; but in many cases electronically scanned documentation is 'attached' to the online requisition.

Documentation should include:

► A full description of the goods or services
► The UAB business purpose of the expenditure
► Internal Authorizations
► Evidence (receipts, invoices, etc.) to support the amount paid

Individuals requesting reimbursement for legitimate UAB costs paid for with personal funds should submit the following as proof of payment.

If paid in cash:

• The original register receipt
• The original vendor invoice/ticket indicating that it was paid in cash
• Signed Certification Statement on the Reimbursement Form

If paid by check, debit or credit card:

• The original credit card receipt
• The original vendor invoice/ticket
• Signed Certification Statement on the Reimbursement Form

NOTE: The official certification statements are available by printing the applicable completed online Oracle Payment Request Documentation Form which includes the certification statement, getting it personally signed by the individual who is going to be reimbursed, and then faxing that signed certification along with your other supporting documentation into the official optical imaging system before it is submitted into Oracle Workflow.

• If you are concerned about submitting a credit card receipt or statement which displays the credit card number, the credit card number may be blackened out with a pen.

• If the credit card receipt is not available, you may instead submit a copy of the paper or online credit card account statement showing the cardholder’s name, with that specific charge circled. If you are concerned about submitting a credit card account statement which displays the credit card number, the credit card number may be blackened out with a pen. You may also blacken out any of the other unrelated
transactions on the credit card account statement, as long as the vendor, transaction date, & transaction amount of the applicable transactions remain clearly visible.

• For documentation of a payment made by check if a copy of the receipt is not available, you may instead submit a copy of the cancelled check. If the cancelled check is not available, you may submit a copy of other suitable paper or online banking records showing that specific payment circled. If you are concerned about submitting a copy of a cancelled check or other banking records which displays the bank account number, the bank account number may be blackened out with a marker. However, the payee/vendor, check date, & the cancelled check amount, must remain clearly visible. (On a cancelled check, be careful not to hide the encoded confirmed payment amount showing in the lower right-hand corner of the check, because that is what indicates that the check has actually been paid/cancelled.)