



## IN-STATE TRAVEL

The University Travel Regulations which are on file in the office of your department or division should be followed in preparing this form. The following is supplied for your information concerning the policies of the University with regard to in-state travel.

### Meals and Lodging Allowance

Employees who travel within the State of Alabama (outside the base area) on official University business will be paid a maximum allowance of \$75 per day for meals and lodging, plus actual costs of transportation. This allowance is set by State law and is paid to the traveler in lieu of actual expenses for meals and lodging.

#### Travel that requires overnight stay

A person is entitled to a reimbursement of \$75 for each day or fraction thereof when an overnight stay is required

#### Travel that does not require overnight stay

No travel allowance shall be paid for a trip of less than six hours. The traveler shall be paid a meal allowance of \$11.25 for a trip of six to twelve hours. For travel in excess of twelve hours, the traveler shall be paid one meal allowance (\$11.25) and one-fourth of the per diem allowance (\$18.75).

### Transportation

1. *Personal automobile* – Personal automobile usage by the most direct route is authorized at the Federal standard mileage rate (which is 55¢ per mile as of January 1, 2009), not to exceed the total amount of the 14-day advance coach/economy airfare, plus airport ground transportation. When two or more employees travel in the same automobile, only one is eligible for mileage reimbursement. The Travel Office will update all departments as the Federal standard mileage rate changes.
2. *University automobile* – Employees may use University automobiles for trips. In these cases, University credit cards may be used to purchase fuel. No mileage allowance may be claimed by employees who travel in a University automobile.
3. *Airplane* – When traveling by airplane, the lowest available commercial discount airfare or coach airfare should be obtained. Official airline ticket stubs (not photocopies) must be attached to the travel form even though the ticket was prepaid by the University. In cases where the airline ticket is the only expense incurred by the traveler, a travel form must still be submitted with the airline ticket stub attached.
4. *Rental automobile* – In the event that use of a rental vehicle is necessary at the traveler's destination, the travel form must state the reason why it was necessary to rent a vehicle. As a general rule, the University does not accept transportation to and from the airport, to and from meals, or sightseeing as justification for renting a vehicle. Prior written approval from the department head, with proper justification, must be obtained before you travel. Justification must include a comparison of costs with and without the rental vehicle and must be attached to the travel form. The type of vehicle rented should be appropriate for the business purpose. Normally, only economy rentals are reimbursed. Optional coverage for collision damage to the rental vehicle may be reimbursed, but not liability, supplemental liability, nor personal effects insurance costs. The original receipt and rental agreement as well as any gasoline receipts must accompany the travel form.

### Other Allowable Expenses

The Internal Revenue Service requires that receipts be provided for all expenditures that cost \$75 or more. This requirement is in addition to the receipts required below.

	<u>Receipt Required?</u>		<u>Receipt Required?</u>
Registration fees	Yes	Telephone calls ( <i>Note: Personal calls are not allowable</i> )	Yes
Repairs to University vehicles	Yes	Bridge tolls	No
Gasoline for University vehicles	Yes	Taxi fares & limousine service under \$25	No
Rental automobile (see limitations in regulations)	Yes	Taxi fares & limousine service over \$25	Yes
Parking	Yes	( <i>Note: Taxi fares to and from meals are not allowable</i> )	

### Non-allowable Expenses (not all-inclusive)

Valet services (including valet parking unless that is the only parking available), laundry, alcoholic beverages, recreational activities, tips, personal phone calls, taxis to/from meals, and other personal expenses will not be reimbursed as part of in-state travel expenses.

### Length of Stay

A copy of the agenda of the meeting or conference being attended should be attached to the travel form to document the length of stay. Employees should limit their length of stay to the minimum amount of time necessary. Lodging and meal expenses for extra days of travel caused by use of personal automobile will not normally be reimbursed.

### Federal Grants and Contracts

These travel regulations apply to all funds of the University including federal grants and contracts, and are in addition to federal regulations and/or limitations imposed by granting agencies. Travel forms which include costs charged to grants or contracts must include the signature of the principal investigator.

### Travel of Students, Consultants, and Prospective Employees

The per diem limitations of the in-state travel regulations do not apply to students, outside consultants, or prospective employees; therefore, the Out-of State Travel Form should be used rather than this form.