



Name \_\_\_\_\_ Title \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Department or Division \_\_\_\_\_ JAG # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Reason for making trip \_\_\_\_\_ Phone # \_\_\_\_\_

Please check one:  Employee  Student  Other (Specify) \_\_\_\_\_

Dates	Hour of Departure or Return		Points of Travel		Transportation			Meals				Lodging	
	A.M.	P.M.	From	To	Mode	Mileage If In Private Car	Amount	Actual			Amount Claimed Per Day	Amount Per Day	
								B'fast	Lunch	Dinner			Total Per Day
<b>Totals</b>													

**Other Expenses**  
 (Itemize other expenses and furnish required receipts. Use extra sheets if necessary.)

**Total Other Expenses**

**Total Travel Expenses** (*Transportation + Meals + Lodging + Other Expenses*)

**Prepaid Expenses**  
 (Itemize prepaid expenses included above such as airline tickets, etc., and attach receipts. Use extra sheets if necessary.)

**Total Prepaid Expenses** (            )

**Net Travel Expenses To Be Reimbursed To Traveler**  
*(Total travel expenses less prepaid expenses)*

**CERTIFICATION**

I HEREBY CERTIFY that the above statements are true and that I have incurred the described expenses and the mileage in the discharge of my official duties for the University and have not been reimbursed and have not filed nor will I file for reimbursement from any other source for said expenses. I FURTHER CERTIFY that reimbursement for lodging is claimed at the single occupancy rate, except in cases where more than one University employee shared the same room, and that if reimbursement for valet parking is claimed, then that was the only parking available.

\_\_\_\_\_  
Signature of Traveler

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

NOTARY PUBLIC

My Commission Expires:

**APPROVALS FOR PAYMENT**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Dean/Vice-President

\_\_\_\_\_  
Controller

Fund	Org	Account	Program	Activity	Amount

## OUT-OF-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 out-of-state travel. Employees who travel out-of-state on official University business will be reimbursed for the following expenses.

### Meals

The traveler will be reimbursed for actual expenses for meals (including tips) up to a maximum amount of \$55 per day for each full day of travel. **State law prohibits reimbursement for any alcoholic beverages.** If a conference registration fee was paid that included payment for one or more meals, the traveler should indicate this on the travel form and not claim any additional reimbursement for that meal. During partial days of travel reimbursement for meals will be made according to the following departure/arrival times:

Day of departure from Mobile

Breakfast will be reimbursed if departure is before 7:00 a.m.  
Lunch will be reimbursed if departure is before 11:00 a.m.  
Dinner will be reimbursed if departure is before 5:00 p.m.

Day of arrival in Mobile

Breakfast will be reimbursed if arrival is after 8:00 a.m.  
Lunch will be reimbursed if arrival is after 1:00 p.m.  
Dinner will be reimbursed if arrival is after 7:00 p.m.

### Lodging

Reasonably priced accommodations are expected to be obtained. Actual expenses for lodging (not to exceed single occupancy rates) are allowable. Receipts are required. A detailed hotel bill is considered a receipt, and should include: name, address and telephone number of the hotel; dates and daily charge for the room; and number of occupants. Credit card receipts alone are not acceptable.

### 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>
Meals	No	Telephone calls ( <i>Note: Personal calls are not allowable</i> )	Yes
Registration fees	Yes	Tips (for items other than meals)	No
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, passports, recreational activities, personal telephone calls, taxis to and from meals, and other personal expenses will not be reimbursed as part of out-of-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

This form should also be used to report travel of students, outside consultants, or prospective employees even though the travel may be wholly within the boundaries of the State of Alabama. Any individual who does not currently have a Banner "J-Number" must provide a completed IRS form W-9 with this travel form.