

## **Out-Of-State Travel**

Forms may be found here:

<https://www.una.edu/controller/index.html>



University travel policy may be found here:

<https://www.una.edu/controller/university-of-north-alabama-travel-policy-10-12-2023.docx.pdf> .

- Forms should be submitted within 60 days of the travel occurrence.
- No travel allowance is paid for a trip less than 6 hours in duration. Please include an agenda, name tag, or some type of proof of what occurred at your destination that made it University business.
- Reimbursement for round trip mileage cannot exceed the cost of a round trip flight. The employee will be reimbursed at whichever is lowest, the current mileage rate or the lowest discounted airfare. This is called airfare-in-lieu of mileage.
- Only coach/economy fares are allowed when traveling on commercial airlines for official University business.
- In general, the University will not reimburse travel earlier than the day before or the day after a meeting/conference.
- Generally Prohibited Expenses-
  - a) Purchases of alcoholic beverages
  - b) Travel expenses incurred by spouses or family members

c) Cost of passports, in room safes, mini bars, in room movies, valet services, recreational activities, medical expenses incurred while traveling, upgrades such as airline seats, hotel suites, etc.

d) Travel insurance

- Original itemized receipts and other documentation of the trip's total costs must be submitted along with the claim form.
- Travel from contract and grant funds require submission of the Grants and Contracts Travel Form. These forms must be signed by the principal investigator or project director responsible for the contract/grant.
- Generally, the University does not accept sight-seeing, transportation to and from the airport, or to and from meals as justification for renting a vehicle. Requests for reimbursement for a vehicle rental cannot exceed the actual mileage at the current effective mileage rate.

### **Completing the form-**

1) Please complete the top portion of the form with name, title, employee ID, address (should use the closest of your base or UNA if the two are different), date & time of departure, date & time of return, and purpose/description of trip.

**UNIVERSITY OF NORTH ALABAMA  
2023 CLAIM FOR OUT-OF-STATE TRAVEL EXPENSES**



NAME:				TITLE:			
EMPLOYEE ID:				ADDRESS:			
DATE & TIME OF DEPARTURE:				DATE & TIME OF RETURN:			
PURPOSE/DESCRIPTION OF TRIP:							

**\*\*Please remember that the address should be the location determined as the employee's base. Do NOT forget to document the time of departure and return as those items are used to determine the eligibility of some reimbursements.**

**2) Subsistence-**

There should be a line for each day that you are away from your base. Please include the points departing from and arriving at and your departure and arrival times. Traveler must be gone from base for more than six (6) hours to claim reimbursement of an expense other than mileage.

**Lodging:** If lodging is paid for via personal means and reimbursement is requested, itemized original receipts which show a zero-account balance must be submitted with the travel form.

**Meals:** If you are claiming all day per diem, the rate is \$34.00. Otherwise, the rates currently sit at \$6.00 for breakfast, \$9.00 for lunch, and \$19.00 for dinner. You may EITHER claim per diem OR actual (**max of \$60/day**), you may not claim any combination of the two. You must include original itemized receipts if you are claiming actual. Taxes on meal receipts can be reimbursed.

Gratuities should not exceed 20% for food service. All other gratuities should be deemed reasonable and necessary.

Baggage handling expenses to or from the place of lodging or when traveling to or from the airport or train station will be reimbursed up to a maximum of \$150.00. Baggage fees charged by airlines may be reimbursed for up to two bags each way.

**Per Diem Example:**

SUBSISTENCE								
POINTS OF TRAVEL			Per Diem \$34	Breakfast	Lunch	Dinner	Room	AMT
DATE	FROM	TO						
5/30/23	Florence, AL	Denver, CO				\$ 19.00	\$ 210.41	\$ 229.41
5/31/23	Franklin, KY	Louisville, KY	\$34.00				\$ 210.41	\$ 244.41
6/01/23	Louisville, KY	Louisville, KY	\$34.00				\$ 210.41	\$ 244.41
6/02/23	Louisville, KY	Louisville, KY		\$ 6.00	\$ 9.00		\$ 210.41	\$ 225.41
								\$ -
								\$ -
<b>TOTAL SUBSISTENCE</b>								<b>943.64</b>

**Actual Receipts Example:**

SUBSISTENCE								
POINTS OF TRAVEL			Per Diem \$34	Breakfast	Lunch	Dinner	Room	AMT
DATE	FROM	TO						
5/30/23	Florence, AL	Denver, CO				\$ 23.33	\$ 210.41	\$ 233.74
5/31/23	Franklin, KY	Louisville, KY		\$ 16.93	\$ 20.74		\$ 210.41	\$ 248.08
6/01/23	Louisville, KY	Louisville, KY		\$ 26.21		\$ 31.10	\$ 210.41	\$ 267.72
6/02/23	Louisville, KY	Louisville, KY		\$ 24.24	\$ 15.25		\$ 210.41	\$ 249.90
								\$ -
								\$ -
<b>TOTAL SUBSISTENCE</b>								<b>999.44</b>

**3) Private Mileage or Commercial Fares-**

This section should match the subsistence section concerning the days reported. You may have one or both forms of mileage for a single trip. If you claim private mileage, you must attach a map of the miles driven. Remember that mileage is calculated from your base.

A taxi may be hired for transportation when no other economical public transportation is readily available. If a taxi is hired for any trip except traveling to and from the airport, a written explanation must accompany the reimbursement claim.

PRIVATE MILEAGE				
DATE	POINTS OF TRAVEL		Private Car Car Miles	AMT
	FROM	TO		
5/30/23	Florence, AL	Nashville, TN	121.00	\$ 79.26
6/02/23	Nashville, TN	Florence, AL	121.00	\$ 79.26
				\$ -
				\$ -
COMMERCIAL MILEAGE				
DATE	FROM	TO	Commercial Mode - plane/taxi, etc.	AMT
5/30/23	Huntsville, AL	Denver, CO	Plane	\$ 385.78
6/02/23	Denver, CO	Huntsville, AL	Plane	\$ 385.78
<b>TOTAL TRANSPORTATION COST</b>				<b>\$ 930.07</b>
MISCELLANEOUS EXPENSES				

#### 4) Miscellaneous Expenses-

Any other expenses not already claimed in the upper portion of the form should be claimed in this area. This would include taxis (from airport to hotel/meeting location), parking (original receipts are required), conference registration, etc.

MISCELLANEOUS EXPENSES		
DATE	DETAIL ALL MISCELLANEOUS EXPENSES-FURNISH ORIGINAL RECEIPTS AS REQUIRED	AMT
2/15/23	Conference Registration	\$ 639.00
5/30/23-6/02/23	Airport parking	\$ 48.00
5/30/23	Uber from Denver Airport to Hotel	\$ 47.93
<b>TOTAL MISCELLANEOUS EXPENSES</b>		<b>\$ 734.93</b>

#### 5) Signature Block -

Traveler should sign that all charges on form are valid and in line with the University Travel Policy.

The University requires that University Travel Expense Forms' claims be signed by the employee's supervisor requesting reimbursement certifying the expenses are in accordance with University Travel Policy.

Deans and department heads may establish more, but not less, restrictive policies than what is required by the university.

6) Accounting Information -

The “description of account” will be the budget number the funds are being reimbursed from. The account number for in-state travel is 7415. If the trip is for recruiting, you will use 7432. The total amount in the section does not pull from the top and must be typed in.

Example:

**EXPENSES MAY BE CHARGED TO MORE THAN ONE ACCOUNT					
DESCRIPTION OF ACCOUNT	INDEX	FUND	ORG	ACCOUNT	AMT
Facilities Admin & Planning	70410	11000	70410	7415	\$ 516.75
				TOTAL	\$ 516.75