Welcome to Travel 101
Understanding Travel Policies at The University of Alabama

Introduction
Transportation
In-State Travel
Out-of-State Travel
International Travel
Quiz
Travel Basics

This section will cover the basic definitions and guidelines pertaining to University travel.
The University Travel Policies are based on rules imposed by each of these entities:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Revenue Service</td>
<td>Mileage rates, relocation expenses, taxable fringe benefits, 60 day rule, etc.</td>
</tr>
<tr>
<td>State of Alabama</td>
<td>Per diem amounts, travel status/base, use of state funds, ethics &amp; gambling laws</td>
</tr>
<tr>
<td>University of Alabama (Approved by VPs, not set by Procurement)</td>
<td>Out of State &amp; International maximums for lodging and meals</td>
</tr>
</tbody>
</table>
Who is a “Traveler”?

Anyone who travels on behalf of the University is subject to the University’s Travel Policies.

Some examples:
- Officials, umpires, judges
- Speakers, independent contractors
- Volunteers
- Prospective employees

Students are an exception to this rule.
Travel Status

Employees are considered to be in **travel status** when they leave their base.

**Base** is defined as the employees’ primary residence or work location (whichever is closest to the travel destination).
When traveling at the University of Alabama’s expense, travelers should, in all cases, seek to obtain the lowest possible fares and rates by scheduling their travel in the manner that will be the most economical to the University.

UA has a fiduciary responsibility to insure our resources are used responsibly and are not excessive or inappropriate.
Economical Travel

Caution:
Travel must be prudently planned to obtain the best possible rates and fares.
Personal Travel

Personal travel expenses for side trips are prohibited.

If a traveler chooses to extend his/her stay for personal reasons, expenses associated with the additional time will not be reimbursed. The traveler must provide documentation of what the trip would have cost without the side trip.
Traveler’s Responsibility

It is the traveler’s responsibility to obtain documentation of the travel costs.
It is also the traveler’s responsibility to verify flight and hotel arrangements and ensure the schedule and booking is correct.
Traveler’s Responsibility

Caution:
Charges associated with scheduling errors are not reimbursable.
Eligible Out of Pocket expenses paid by the employee may be submitted for reimbursement on a Travel Voucher. There are 3 kinds of Travel Vouchers:

- In-State
- Out-of-State
- International

If the travel voucher is submitted more than 60 days after the traveler’s return, the reimbursement will be taxable income to the employee.
## Travel Expense Payment Methods

<table>
<thead>
<tr>
<th>Expense</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lodging</strong> (UA Employees)</td>
<td>In-State Travel Voucher (Subject to Per Diem)</td>
<td>P-Card (Subject to limit)</td>
<td>P-Card (Subject to limit)</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>In-State Travel Voucher (Subject to Per Diem)</td>
<td>Out-of-State Travel Voucher (subject to daily limit)</td>
<td>International Voucher (subject to daily limit)</td>
</tr>
<tr>
<td><strong>Conference Registration Fees</strong></td>
<td>P-Card</td>
<td>P-Card</td>
<td>P-Card</td>
</tr>
<tr>
<td><strong>Airfare</strong></td>
<td>P-Card (if most economical)</td>
<td>P-Card</td>
<td>P-Card</td>
</tr>
<tr>
<td><strong>Ground Travel</strong> (Ex.: taxi, shuttle, rental car, parking fees, etc.)</td>
<td>P-Card</td>
<td>P-Card</td>
<td>P-Card</td>
</tr>
<tr>
<td><strong>Mileage</strong></td>
<td>In-State Travel Voucher</td>
<td>Out-of-State Travel Voucher</td>
<td>International Travel Voucher</td>
</tr>
</tbody>
</table>
Approvals

All travel must be approved by the employee’s supervisor. This approval cannot be delegated.

By signing the Travel Voucher or P-Card Packet, the traveler and the supervisor are certifying that:

• The expenses are true and accurate.
• The expenses have been used in accordance with the University of Alabama’s Travel Policies.
Help is Available

• The University Travel Policy is available on the Accounts Payable Website
  – http://accountspayable.ua.edu/
• Staff members in P-Card Services and Accounts Payable are always happy to answer any questions you have that are related to P-Card or Travel. Feel free to call or email us for help!
Anyone who travels on behalf of the University is subject to the University’s Travel Policies.

Traveler’s should always choose the lowest possible fares or rates.

Not all travel expenses can be paid on the P-Card.

Out-of-Pocket expenses are reimbursed through a Travel Voucher.

All travel must be approved by the employee’s supervisor.

This concludes the Introduction section of the course. Please click the next button to continue on to the next section.
This section will cover the different types of travel available for University Travel.
Air Travel

When traveling by commercial airline on official University business, travelers should plan well in advance and obtain the most economical fare available.

Only coach/economy, non-refundable fares are allowable. Baggage fees for up to two pieces of luggage per traveler are also allowable.

The costs of ticket life insurance, ticket cancellation insurance, seat selection fees, and early boarding fees are not allowable.
Air Travel – Payment

Airfare should be purchased using the P-Card.

In circumstances where a P-Card could not be used, an original receipt, *including method of payment*, must be submitted with the travel voucher for reimbursement.
University Owned Automobiles

The University maintains a fleet of sedans and vans that employees and students may use for official University travel. University-owned vehicles are available on a first-come, first-serve basis to properly licensed adults who are employed by or enrolled in the University.

A valid driver's license and current MVR (Motor Vehicle Record) are required.
Privately Owned Automobiles

Official travel will be reimbursed at the current federal mileage rate. The University makes reimbursement for the round-trip mileage between travelers’ base and destination, or for the actual miles traveled from origin to destination and back, whichever is less. Reimbursement for round trip mileage cannot exceed the cost of a roundtrip flight. Reimbursement will be made at whichever is lowest, the current mileage rate or the lowest discounted airfare. This is called airfare-in-lieu of mileage.
Taxi Service

During official University travel, taxis may be hired when no other, more economical public transportation is readily available. The University does not pay for taxi fare to and from meals.
Rental Vehicles

Rental vehicles require a justification as to why other transportation, i.e. shuttle, taxi, etc., could not be utilized and/or how the rental vehicle is the most economical mode of transportation.

The University does not accept transportation to and from the airport, to and from meals, or sight-seeing as justification for renting a vehicle.

The University of Alabama should appear somewhere on the rental agreement so both the driver and vehicle are covered by the University’s liability insurance.

Do NOT purchase additional insurance from rental car agencies.
Caution: Luxury or specialty vehicles are prohibited.
Transportation Summary

- When booking airfare, only coach/economy non-refundable fares are allowable.
- University Fleet vehicles are available.
- Taxi service is only allowable when a more economical option is not available.
- The University pays mileage when a personal vehicle is used, but the mileage cannot exceed the amount that would have been allowed for airfare.
- Rental vehicles are not always allowable and require justification.

This concludes the Transportation section of the course. Please click the next button to continue on to the next section.
This section will cover issues specific to travel within the State of Alabama.
When a University employee travels within the state of Alabama on official University business, that employee is reimbursed on a per diem basis for expenses other than transportation.

The P-Card cannot be used for In-State travel.
Per Diem Rates

Per Diem is calculated based on the hour of departure and hour of return.

<table>
<thead>
<tr>
<th>Duration of Travel</th>
<th>Per Diem Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 6 hours</td>
<td>$0</td>
</tr>
<tr>
<td>6 to 12 hours</td>
<td>$11.25</td>
</tr>
<tr>
<td>12 hours + (Not Overnight)</td>
<td>$30</td>
</tr>
<tr>
<td>Overnight</td>
<td>$75 per day</td>
</tr>
</tbody>
</table>

Overnight per diem allowance covers lodging, meals and gratuities. Partial day per diem allowance covers meals and gratuities.

Travelers are only eligible for per diem when they are more than 100 miles from their base.
Per Diem Rates

Caution:
The state per diem rate is set by the governor. University Officials do NOT have the authority to change it.
Per Diem Waiver

An employee who does not wish to claim per diem should indicate on his or her travel voucher a signed statement waiving the allowance.

Only an employee can decide to waive per diem. A University department cannot force an employee to waive per diem or refuse to pay per diem.
In-State Travel Summary

• University employees are subject to the State of Alabama per diem when traveling within the state.
• The per diem amount is set by the State, not the University.
• All In-State travel expenses must be paid out of pocket.
• Travelers may choose to waive their per diem allowance, but departments may not force the employee to do so.
• Travelers must be more than 100 miles from base to be eligible for per diem.

This concludes the In-State Travel section of the course. Please click the next button to continue on to the next section.
Out-of-State Travel

This section will cover issues specific to domestic travel outside the State of Alabama.
Out-of-State Travel

Actual expenses up to UA maximum are paid for out of state travel.
Departments may establish lower maximums.
Departments may require receipts even if Accounts Payable does not.
Out-of-State Lodging

Any lodging over $250 a night before tax requires written explanation from the traveler and approval from the Dean, Department Head, or Budget Manager.

An exception may be made for conference rates if documentation is provided.

Itemized folio receipts are required.
Out-of-State Meals

Meals for travel out-of-state are reimbursed at the actual cost of the meals, up to $75.00 a day with receipts for entire day, or up to $45 without receipts.

The amounts per day are not a per diem or a given reimbursed amount. Actual costs must be submitted on the travel voucher even if the cost went over the per day maximum.

Travelers cannot list a flat amount or an amount that appears to be a per diem. Gratuities in excess of 20% will not be reimbursed.
Caution: The 20% maximum applies to all gratuities or tips! This includes entertainment meals.
Out-of-State Travel Summary

- **Actual** expenses up to the UA maximum are paid for out of state travel.
- Lodging rates over $250 per night require additional documentation and approval.
- Meal reimbursements are subject to limits. These limits are NOT the same as a per diem allowance or a flat amount.
- The maximum allowable tip amount is 20%.

This concludes the Out-of-State Travel section of the course. Please click the next button to continue on to the next section.
This section will cover issues specific to travel outside the United States and Canada.
International Travel

Travel outside the U.S. or Canada is considered International.

Vouchers for reimbursement should be prepared in U.S. currency. Each receipt should be converted to U.S. dollars. Please make a note of the exchange rate for the travel period.

When using a credit card, the exchange information will appear on the monthly statement.
The U.S. Department of State Foreign Per Diem rates are used as the maximum amount allowed for actual costs of meals and lodging while traveling internationally.

Taxes and incidentals are included in the lodging & meal rates and may not be reimbursed separately.

The rates allowed in other countries vary considerably. Departments should review these rates before approving international travel.

Current rates can be obtained at http://aoprals.state.gov/web920/per_diem.asp.
International Travel

When traveling internationally, please contact Bank of America (for P-Cards) or your bank (for personal cards) at least two business days prior to leaving so your transactions do not get flagged as potential fraud.

Bank of America charges an international transaction fee for all charges that are processed outside of the U.S. This fee is approximately 1% of the original charge, and it will post as a separate transaction.
International Travel Summary

• Travel outside the U.S. or Canada is considered International.
• Vouchers for reimbursement should be prepared in U.S. currency.
• The U.S. Department of State Foreign Per Diem rates are used as the maximum amount allowed for actual costs of meals and lodging while traveling internationally.
• Taxes and incidentals are included in the lodging & meal rates and may not be reimbursed separately.

This concludes the International Travel section of the course. Please click the next button to continue on to the final quiz.
It is time to test your knowledge with a short quiz. A score of 75% or higher will be required to pass the quiz and complete the course.