

UAB travel reimbursement is initiated using an Oracle Payment Request Form. For in-state or out-of-state travel, UAB employees should follow the directions below to request, with pre-approval as required, reimbursement for actual and necessary out-of-pocket travel expenses incurred in the course of UAB business.

Please note:

- Use the object code **8301015** to identify in-state travel.
- Allowable object code range is 8301000-8301099 or 8302060.
- For specific object code information, visit the [Object Code Search](#) on the UAB Financial Affairs website.

<p>Log in to Oracle HR & Finance</p> <ul style="list-style-type: none"> • Navigate to my.uab.edu • Locate and click Oracle HR & Finance 	
<p>Open the Oracle Navigator</p> <ul style="list-style-type: none"> • Click on the 3-lined “hamburger” icon in top left corner 	
<p>Navigate to Payment Request via UAB FN Document Entry/Approval or UAB Requisition Input</p> <ul style="list-style-type: none"> • <i>UAB FN Document Entry/Approval used as an example</i> 	
<p>Enter Payment Request Header Info:</p> <ol style="list-style-type: none"> 1. Select Payment Type: EMPLOYEE_TRAVEL 2. Check Emp Payment box 3. Add Employee Name 4. Click Save in the toolbar 5. Then, a Payment Request Number will be created 	<div style="border: 1px solid orange; padding: 5px; text-align: center; margin-top: 10px;"> <p>Note: Click here for Oracle Payment Request training</p> </div>

<p>Enter Specific Travel Info:</p> <ul style="list-style-type: none"> Click Add Documentation 	<div style="border: 1px solid black; padding: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Copy"/> <input type="button" value="Cancel"/> <input style="border: 2px solid orange;" type="button" value="Add Documentation"/> <input type="button" value="Reassign"/> <input type="button" value="Log"/> </div>																																										
<p>Add Contact Information:</p> <ul style="list-style-type: none"> Fill in all yellow (required) boxes 	<div style="border: 1px solid black; padding: 5px;"> <p>Contact Information</p> <p>Emp / Student Name <input style="background-color: yellow;" type="text" value="Name Here"/></p> <p>Uab Ext <input style="background-color: yellow;" type="text" value="5555"/></p> <p>Airline Ticket Req Num <input type="text"/></p> <p>Purpose Of Trip <input style="background-color: yellow;" type="text" value="Conference"/></p> <p><small>Points Of Travel</small></p> </div>																																										
<p>Enter Points of Travel</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Points Of Travel Trvl From</th> <th>Trvl To</th> <th>Trvl Mode</th> <th>Trvl Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Birmingham</td> <td>Atlanta</td> <td>personal vehicle</td> <td>05-SEP-2023</td> </tr> <tr> <td>2</td> <td style="background-color: yellow;">Atlanta</td> <td style="background-color: yellow;">Birmingham</td> <td style="background-color: yellow;">personal vehicle</td> <td style="background-color: yellow;">06-SEP-2023</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Line	Points Of Travel Trvl From	Trvl To	Trvl Mode	Trvl Date	1	Birmingham	Atlanta	personal vehicle	05-SEP-2023	2	Atlanta	Birmingham	personal vehicle	06-SEP-2023																											
Line	Points Of Travel Trvl From	Trvl To	Trvl Mode	Trvl Date																																							
1	Birmingham	Atlanta	personal vehicle	05-SEP-2023																																							
2	Atlanta	Birmingham	personal vehicle	06-SEP-2023																																							
<p>Enter Requested Amounts for Reimbursement beginning with Primary Transportation</p> <ul style="list-style-type: none"> If entering Number of Personal Car Miles the system will automatically calculate the amount due, based upon the IRS standard mileage rate. Any expenditures incurred for airfare, train, or rental car can be entered in the Plane, Train, Rental Car, Etc. (Attach Stubs) field. 	<div style="border: 1px solid black; padding: 5px;"> <p>Requested Amounts For Re-Imbursement</p> <p style="text-align: center;">Primary Transportation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Month Day & Year</th> <th>Number Of Personal Car Miles</th> <th>@ Daily Rate</th> <th>Day Rate Total</th> <th>Plane, Train, Rental Car, Etc (Attach Stubs)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="4"> </td> <td> </td> <td style="text-align: right;">.00</td> </tr> </tbody> </table> <div style="border: 1px solid orange; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p>Note: For information about allowable expenses and other travel policies, visit the Financial Affairs Traveling page.</p> </div> </div>	Line	Month Day & Year	Number Of Personal Car Miles	@ Daily Rate	Day Rate Total	Plane, Train, Rental Car, Etc (Attach Stubs)																																				.00
Line	Month Day & Year	Number Of Personal Car Miles	@ Daily Rate	Day Rate Total	Plane, Train, Rental Car, Etc (Attach Stubs)																																						
					.00																																						
<p>Enter Meals and Lodging</p> <ul style="list-style-type: none"> Enter the meal expenses incurred in the Breakfast, Lunch, and Dinner columns. Hotel stay expenditures incurred for the day indicated on the line are recorded in the Rm Amt field. All amounts under this region are calculated and the subtotal is populated in the Total field. 	<div style="border: 1px solid black; padding: 5px;"> <p>Meals and Lodging</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Rm Amt</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td> </td> </tr> </tbody> </table> </div>	Breakfast	Lunch	Dinner	Rm Amt																					Total																	
Breakfast	Lunch	Dinner	Rm Amt																																								
Total																																											

Add **Miscellaneous Expenses** (if applicable)

- The **Miscellaneous** area will be used to itemize expenses such as taxi or limo fares, tips, parking, etc.
- Each line in this area is numbered the same as if it actually appeared on the same line with the **Primary Transportation and Meals and Lodging** information.
- Amounts in this region are calculated and the subtotal is populated in the **Total** field.

Miscellaneous
Taxi/Limo, BusinessPhone, Parking, Etc.)
Attach Original Receipts Where Applicable

Line	Itemize Expense Type	Misc Amounts
1	Taxi	12.00
2	Parking	10.00
Total		22.00

Review **Total Due**

- The **Total of Expense Account** and **Total Due** fields will be maintained by the system by calculating the subtotals found under the **Primary Transportation, Meals and Lodging**, and **Miscellaneous** regions.
- If there are any prepaid or non-reimbursable expenditures, the user should indicate those costs by populating either the **Minus Prepaid Expend** and/or **Minus Exp. Not Reimbursed**.

Total Of Expense Account

Minus Prepaid Expend

Minus Exp. Not Reimbursed

Total Due

Save

- Click the **Save** icon at the top of the window



Complete the **Traveler Certification Statement**

- The traveler's certification statement will need to be printed or saved to PDF, signed by the traveler, and uploaded to OnBase with other supporting documentation.

I hereby certify that :

- the travel and expenses indicated hereon were incurred in the performance of official UAB business pursuant to travel authority granted to me by UAB.
- I have not been and will not be reimbursed for any of these expenses by any other entity.
- there are no alcoholic beverages included in these expenses.
- I agree to the rate at which I am being reimbursed.
- this travel voucher has been completed in compliance with UAB policies.

Signature of Traveler : _____
Date : ___/___/___

Close the **Add Documentation** window

- Click the X in the upper right corner of the window



Add Invoice Line(s)

- Add amount(s) to be reimbursed based on what you entered in Add Documentation
- Use only allowable object codes
 - Use the object code 8301015 to identify in-state travel
 - Allowable object code range is 8301000-8301099 or 8302060
 - For specific object code information, visit the [Object Code Search](#) on the UAB Financial Affairs website



- Click Save

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1				

Note: [Click here](#) for specific instructions on Entering the Invoice on an Oracle Payment Request

Upload Supporting Documents to OnBase

- Add all supporting documentation for travel reimbursement [using OnBase](#)

Submit the Payment Request

- Click **Submit** to complete the process