



How to Use This Guide

For a comprehensive overview of required policies and procedures that must be followed to request and receive reimbursement for an employee traveling on behalf of UAB:

Click any Table of Contents heading to go to that section.

Click any link for further details on the topic.

Use “Find” (Ctrl+F) to search for key words or topics.

Table of Contents

Start Here: Confirm Role of Traveler—UAB Employee.....	3
Guidelines for the Traveler	3
Travel Pre-Approval Requirements.....	3
Pre-Approval Form for Domestic Travel	3
Pre-Approval Requirements for International Travel	4
Allowability Guidelines and Reimbursement Requirements	4
Payment Request Form: EMPLOYEE TRAVEL.....	4
Payment Request Form: PER DIEM EMPL TRAVEL.....	4
PCARD TRAVEL	5
Conference Registration Fees	5
Internet Travel Services (Expedia, Travelocity, Orbitz, etc.)	5
Traveling By Airplane	6
Airport Transportation	6
Airline Tickets	6
Checked Bags	7
Airfare Options/Issues	7
Chartered Aircraft	8
Private Aircraft	8
Traveling By Vehicle	8
Personal Vehicle.....	8
Rental Vehicle	9
Rental Vehicle Options.....	10
Mileage Rates.....	11
Ground Transportation.....	11
Hotels/ Other Lodging.....	11
Domestic Travel: Lodging Reimbursement Per Diem	11



Domestic or International Travel: Lodging Reimbursement for Actual Expenses	12
Short-Term Home Rentals	13
Meal Policies and Procedures	14
Domestic Travel: Meal Reimbursement Per Diem.....	14
Domestic or International Travel: Meal Reimbursement for Actual Expenses	14
Taxi/Shuttle Costs to and From a Restaurant	15
Meals with Non-UAB Individuals	15
Meals with Employee Groups	16
Meals Reimbursed If an Overnight Stay Was Not Required	16
Meals Included in Conference/Seminar Registration Fees.....	16
Conference Meals and Food Allergies	17
Alcohol	17
Other Travel Related Expenses	17
Tips	17
Phone Calls/Internet	18
Parking/Tolls	18
Guidelines for Successful Travel Reimbursement for UAB Employee	18
Step 1a: Gather Required Documentation to Be Submitted with Payment Request.....	19
Step 1b: Review Receipts to Determine If Additional Proof of Payment Is Needed	20
Step 2: Create a Payment Request Form	20
Payment Request Types for UAB Employee Travel	21
Guidelines for PCARD TRAVEL Transaction Review Process	22
Step 3: Enter Invoice(s) and Account Distribution(s) for the Payment Request.....	22
Object Codes Used for UAB Employee Travel.....	22
Step 4: Import Required Documentation with Payment Request Form via OnBase.....	23
Step 5: Submit Payment Request Form for Approval.....	24
Submit Payment Request.....	24
Approval Process of an Oracle Payment Request.....	24
Using Document Locator to track approval process with the Oracle Payment Request Number	24
Editing, Copying, and Canceling Data in an Oracle Payment Request.....	24
Helpful Resources	24
Contact Information for Further Questions.....	25

Start Here: Confirm Role of Traveler—UAB Employee

The rules regarding travel costs vary depending upon the legal relationship of the traveler to UAB. Before making any commitments for UAB to fund an individual's travel costs, it is essential that the traveler be properly classified in the context of that particular trip. This packet outlines the procedures for a traveler who is a current UAB employee.

If this role matches your needs, continue to the next section of this guide. If you need to find travel information for a different role (such as Student, Trainee, Independent Contractor, or Prospective Employee), please return to the [Financial Affairs Travel Page](#) to find information regarding all other roles.

Note: If you need information about travel related to house-hunting and/or relocation for a current or future UAB employee, please see the [Moving/Relocation Allowance page](#) on the Financial Affairs Website to learn more about these allowances.

Guidelines for the Traveler

- This section outlines policies, procedures, and best practices that travelers should follow to be proactive in the process of requesting reimbursement for travel expenses.
- Travel reimbursement requests must be submitted within 60 days of the date that expenses were incurred. ([Click here for 60 Day Rule FAQs](#))

For travel information regarding a different role (such as Student, Trainee, Independent Contractor, or Prospective Employee), or information about travel related to house-hunting and/or relocation for a current or future UAB employee, visit the [Financial Affairs Travel Page](#).

Travel Pre-Approval Requirements

Pre-Approval Form for Domestic Travel

All domestic travel must be approved by the traveler's supervisor via a Travel Pre-Approval Form prior to committing related expense.

[Click here](#) to complete the Travel Pre-Approval Form and view some exceptions.

- The form must be accessed, completed, and submitted using the link provided in order to record an official time stamp upon submission.
- Completion and approval of the Travel Pre-Approval Form allows for the reimbursement of actual travel expenses incurred in the course of UAB business (with proper documentation and Oracle Payment Request submission after travel).
 - If the Travel Pre-Approval Form is NOT completed and approved before travel within the state of Alabama is completed, the traveler will be reimbursed according to per diem travel allowance rates for meals and lodging which are fixed by the governor of the state. State regulations specify that no travel allowance shall be paid for a trip of less than six hours.

- To access Travel Pre-Approval Forms attached to your name, login to your Adobe Sign account via [myUAB](#). [If you do not see the Adobe Sign app in the myApps area, click “Manage Apps” and “Search Applications.”]

Pre-Approval Requirements for International Travel

All UAB-related employee international travel requires the following prior written approvals:

- [International Travel Registration](#) (click link to access)
- Sponsoring agency (applies to most federally-sponsored grants and contracts — contact the Office of Grants & Contracts Administration for specific instructions)

International travel approvals must be obtained prior to requesting any commitments or payments applicable to the trip (including the booking of airfare through the UAB Travel Center).

Additional Registration and Requirements for International Travel

Visit the [Financial Affairs Travel page](#) for the most up-to-date information regarding international travel pre-approval and policies.

Do You Have Questions About Pre-Approval for International Travel?

Contact the Office of Sponsored International Programs, InternationalTravel@uab.edu.

Need A Copy of Your Approved ITR Document?

Click [here](#) to access the UABIT Quick Reference Guide to assist you with locating a copy of your fully approved ITR.

Allowability Guidelines and Reimbursement Requirements

The traveler should become familiar with the following to understand expectations regarding receipts and specific documentation required for requesting reimbursement of allowable UAB business related travel expenses.

Payment Request Form Requirements:

After travel is complete, a request for reimbursement of allowable travel expenses will be created through an Oracle Payment Request Form. The following Payment Request Form Types are used for UAB Employee Travel:

Payment Request Form: EMPLOYEE TRAVEL

To be used for in-state, out-of-state, or international employee travel for which actual expense reimbursement is requested.

[View the Employee Travel Payment Request guide here.](#)

Payment Request Form: PER DIEM EMPL TRAVEL

To be used for employee travel within the state of Alabama for which Pre-Approval was not obtained and Per Diem reimbursement is requested.

[View the Per Diem Empl Travel Payment Request guide here.](#)



UAB Purchasing Card (P-Card) for Travel Costs:

If the traveler charged any allowable expenses to a [UAB P-Card](#), the process of transaction reconciliation and review must be completed when travel is complete, within 10 days of posting.

PCARD TRAVEL

[View P-Card Suggested and Prohibited Uses here.](#)

[View the P-Card Review instructions here.](#)

Questions about using a P-Card? Contact pcardservices@uab.edu

Allowability:

Submitting a request for reimbursement that includes unallowable costs can delay the processing of a Payment Request form. Before submitting a Payment Request, be sure to:

- Review UAB Allowability guidelines [here](#).
- Review the UAB Unallowable Costs list [here](#).

Conference Registration Fees

Most employee conference registration fees are handled in advance with a Payment Request payable to the conference sponsor, rather than being paid by the employee. Please discuss this with your manager to determine the process.

Under some circumstances, UAB may instead reimburse the traveler after the trip for conference registration fees paid by the individual when sufficient documentation is submitted with the travel reimbursement Payment Request.

Social/recreational activities associated with a business conference are not normally reimbursable.

Documentation Required for Conferences

For reimbursement of fees paid by individual:

- Evidence that the individual (rather than UAB) did indeed pay the registration fee.
- Conference brochures and/or registration forms clearly identifying the applicable costs.

For all travel reimbursement submissions:

- A copy of the conference itinerary/agenda/registration form.

Internet Travel Services (Expedia, Travelocity, Orbitz, etc.)

When it would result in a lower cost to UAB, UAB travelers may choose to utilize internet travel services, such as Expedia, Travelocity, Orbitz, etc. to make reservations for their own UAB business travel hotel, airline tickets, or vehicle rentals.

Documentation Required for Internet Travel Services

If internet travel services are used, the traveler is responsible for obtaining the following special supporting documentation and submitting it with the travel reimbursement request:

- Details of what was purchased.

- If the travel agency website's final order statement does not provide sufficient detail of what was purchased, then the traveler must provide documentation from the internet travel agency showing the variables (such as number of people occupying the hotel room, airline ticket class, vehicle grade, etc., as applicable to the service ordered) used in placing the order.
- Cost.
- Printout of the travel agency's final order statement.
 - If the final statement does not provide evidence that the purchase was actually completed, then a separate printout of the confirmation page or a copy of the traveler's month end credit card account statement should also be attached.

Traveling By Airplane

The mode of transportation used should be the most economical one that is obtainable under the circumstances of the travel involved, as well as the most practical and in the best interest of UAB.

Employees should not personally purchase airline tickets for someone else.

Airport Transportation

UAB will reimburse the employee's transportation to and from the airport up to 10 miles one way. If there is an Uber or taxi to the airport, the total cost cannot be more than the sum of both the round-trip miles and the cost of parking at \$12 per day.

Documentation Required for Airport Transportation:

- Receipt and documentation of miles traveled.

Airline Tickets

Using the UAB Travel Portal to Purchase Airline Tickets with a [UAB P-Card](#):

UAB Employees should [purchase airline tickets via the UAB Travel Portal](#) for all UAB business travel.

Note: If an employee wishes to pay for airline tickets with a UAB P-Card, they must use the UAB Travel Portal.

Documentation Required for Airline Tickets via the UAB Travel Portal:

- Receipt.
- The trip itinerary confirmation or invoice indicating the traveler's name and the fare/cost along with the applicable flight numbers, departure and destination cities, dates, and times.

Note: If UAB has already funded an employee's airline ticket (i.e., via a UAB P-Card), then the employee must not request reimbursement for that fare on the Payment Request form. In such cases, the employee should list and provide documentation of the cost of the ticket as part of accounting for the total cost of the trip, indicate that it was acquired with a UAB P-Card, and show that amount as a prepaid cost.

Independent Purchase of Airline Ticket:

If an employee chooses to purchase an airline ticket for UAB-related travel outside of the UAB Travel Portal, the employee must:

- Purchase the ticket personally and then apply for reimbursement after the trip.

Note: If an employee wishes to pay for airline tickets with a UAB P-Card, they must use the UAB Travel Portal [as described above](#).

Documentation Required for Independent Purchase of Airline Ticket:

- Original receipt demonstrating that the traveler, not UAB, purchased the ticket.
- The airline's or travel agency's trip itinerary confirmation or invoice indicating the traveler's name and the fare/cost along with the applicable flight numbers, departure and destination cities, dates, and times.

Checked Bags

UAB will reimburse for two checked bags with appropriate receipts. If the trip is longer (four or five days or more), then UAB can reimburse for three bags. In addition, UAB can cover excess bags if they contain UAB materials being transported.

Documentation Required for Checked Bags:

- Receipts noting number of bags and cost.
- If over three bags, documentation should be provided indicating what these items are and why they are being transported.

*Airfare Options/Issues***First Class/Business Class Airfare:**

Economy and Main Cabin are considered allowable airfare. However, Comfort, Comfort +, Business, Flagship, Delta Premium, Delta One and First-class airfare is generally unallowable, unless documentation is attached justifying that it was necessary for medical reasons or because reasonable alternatives were clearly not available.

- The traveler should submit documentation for medical reasons through the confidential UAB [AWARE Reasonable Accommodation Request Process](#). The approval from AWARE should be included as support for the P-Card/payment request in OnBase.
- For international travel: Seat selections and upgrades may be allowed for travel legs over 8hrs.

Frequent Flyer Miles/Credits Should Not Be Used:

UAB employees should never use frequent flyer miles or credits towards official UAB business travel. UAB can only reimburse out of pocket expenses. Since frequent flyer miles were awarded due to prior travel, UAB can't reimburse an individual for the use of them. Personal airline or railroad travel insurance (such as life insurance, disability insurance, ticket cancellation, etc.) are also unallowable costs.

Flight Changes:

For flight changes appropriate documentation should include why the flight was changed (bad weather, conference was moved to another date and time, medical emergencies, etc.).

Ticket Purchased Not Used:

Per a ruling by the State Attorney General, UAB may reimburse an employee for a ticket purchased in anticipation of UAB business travel but not used, ONLY:

- When the reason for advance purchase was to secure an airline discount.

- If and only if the trip could not be completed due to conflicting UAB business or a compelling personal reason, i.e., illness or death in the employee's family.

Similarly, if a trip's itinerary must be changed due to conflicting UAB business or a compelling personal reason such as illness or death in the employee's family, and as a result additional processing fees are charged, then and only then may UAB reimburse the employee for those processing fees.

Chartered Aircraft

In the event air transportation is required, standard commercial airlines (operating under Part 135 of the Federal Aviation Administration regulations) should be used whenever possible. When private charters are necessary, as in the case of organ procurement, critical care transportation, and for certain athletic events, the aircraft shall be chartered with a crew and the charter operator must provide aircraft liability insurance. Limit of liability must be at least \$25 million for aircraft with fewer than 40 seats and at least \$200 million (with at least \$2 million per passenger in voluntary settlement coverage) for aircraft with more than 40 seats. A certificate of insurance must be obtained from the charter operator showing UAB as an additional insured as respects any flights UAB charters. Borrowing aircraft for use on UAB business without a charter agreement or purchase order is prohibited. Under no circumstances should an aircraft be rented and piloted by UAB employees.

Private Aircraft

Use of personal aircraft (owned by an employee, friend, or family member, and operating under Part 91 of the Federal Aviation Administration regulations) in the course of employment for UAB is expressly prohibited in the normal course of business. In the event an employee operates a personal aircraft on UAB business, UAB will not be responsible for and will not reimburse the employee for any resulting damages or operating expenses.

Traveling By Vehicle

The mode of transportation used should be the most economical one that is obtainable under the circumstances of the travel involved, as well as the most practical and in the best interest of UAB.

Personal Vehicle

Travel by private automobile will be authorized only when it is advantageous to UAB.

- The use of private automobiles may be justified when more than one person for whom UAB is responsible is transported or when there is no other reasonable way to meet the timetable required.
- This reimbursement should not exceed the sum of the coach air fare to the destination plus airport ground transportation costs and airport parking.

Employees may be reimbursed for local private car mileage at the [authorized rate per mile](#) while on official UAB business within their base area. For employees based at the main Birmingham campus, the base area is defined as the corporate city limits of the City of Birmingham, Alabama.

State law allows mileage reimbursement equal to [the IRS standard mileage rate](#).

- UAB private car business mileage reimbursement is allowed from the point of origin to the point of destination including reasonable local mileage (but not for commuting between home and

office) for all official travel by private automobile. There is no provision under State Law which allows one's home to be treated as the point of origin or the point of return.

- When business trips originate or terminate at the employee's home because of convenience to the employee, mileage reimbursement to the employee must be the lesser of:

(a) An amount based on the distance between home and destination

OR

(b) An amount based on the distance between office and destination.

This will be applicable when the official travel occurs regardless of time of day (including non-business hours), day of week (including weekends), or official holidays.

- Similarly, reimbursement for taxi fare to or from the home airport is limited to the lesser of:

(a) An amount based on a trip between home and airport.

OR

(b) An amount based on a trip between the office and the airport.

- Gas cost for private auto usage is already included in the mileage reimbursement rate and is otherwise unallowable.

Documentation Required for Personal Vehicle Mileage

- Total number of miles traveled for UAB business purposes.

Rental Vehicle

The cost of renting automobiles may be allowed for UAB business purposes if it is more economical and public transportation is not available or is impractical to utilize.

- There may be legitimate UAB business reasons which are legitimate exceptions to this rule (e.g., if more than two UAB employees are traveling together) and with appropriate justification might be allowable.
- UAB expects that rental vehicles normally be compact, intermediate, standard, full, or economy class cars. Therefore, reimbursement for the additional cost associated with rental car upgrades is normally not allowable and should not be included on travel reimbursement Payment Requests.

Note: The State mileage allowance does NOT apply to rental vehicles.

Documentation Required for Rental Vehicle

- The original detailed receipt/agreement should be attached to the reimbursement Payment Request.
- The documentation must also clearly state the business reason for renting the car as opposed to using public ground transportation.

*Rental Vehicle Options***Rental Vehicle Upgrades**

SUVs, minivans, cargo vans, luxury vehicles and trucks are rarely justifiable as the most economical means of travel when you consider the total cost (higher daily rental costs, no unlimited mileage deals, and higher fuel cost due to the lower mpg rating). Reimbursement Payment Requests for rentals are therefore subject to special scrutiny, and the amount of reimbursement will be limited to the amount which would have been reimbursed for a compact, intermediate, standard, full or economy class vehicle.

Documentation Required for Rental Vehicle Upgrades

- Travel reimbursement Payment Requests for "upgrade" rentals must include documentation to justify why a compact, standard, or economy class vehicle was not sufficient to meet the UAB business need.
- In the case of SUVs, the reimbursement Payment Request must also include documentation to demonstrate that the SUV was indeed cheaper than a minivan rental (by including minivan rate quotes).

Rental Vehicle Extras

Reimbursement for special rental car features such as Satellite Radio, OnStar Navigation, or equivalent options are not considered an allowable travel cost and should not be included on travel reimbursement Payment Requests. If a rental vehicle has Satellite Radio, OnStar Navigation, or equivalent options, it is the traveler's personal responsibility to ensure that these services are turned off.

Rental Vehicle Insurance

Automobile rental companies usually offer renters the option of purchasing various types of liability and physical damage insurance to address situations in which the rental car is involved in an accident or in which the rental car is stolen or vandalized and roadside assistance packages. Whether renters would be reimbursed by UAB for such insurance depends upon:

- Whether the car is being rented strictly for UAB business purposes.
- Whether the travel is occurring inside the United States vs outside the United States.

According to University Risk Management, UAB now has liability and physical damage coverage for business travel inside the United States, and, therefore, UAB will not pay or reimburse for such coverage from the rental car company for UAB business travel inside the United States. However, UAB will pay or reimburse for such coverage from the rental car company for UAB business travel outside the United States, and in such cases, failure to purchase such coverage for UAB business travel outside the United States may result in the traveler becoming personally liable.

For UAB's insurance to apply, the vehicle must actually have been rented for UAB business purposes, and it must actually be in use for UAB business purposes at the time of the accident/loss. Therefore, if the vehicle is going to coincidentally be used for non-UAB-business purposes on the same trip, such as sightseeing or visiting relatives, the renter should consider purchasing such coverage personally at their own cost to cover non-business use.



UAB will not pay or reimburse the traveler for other insurance which might be offered by the rental car company such as lost luggage, accidental death/dismemberment, trip cancellation, etc. If you have questions concerning UAB's insurance coverage or if you wish to submit a claim against UAB's insurance policies, please contact University Risk Management directly at (205) 996-6540.

Mileage Rates

Current and past business mileage reimbursement rates, medical/moving rates, and charitable rates can be found on the [mileage rates page](#).

Ground Transportation

Request for reimbursement of public ground transportation costs (taxi, shuttle vans, limo services) are only allowable when the trip was necessary for official UAB business purposes and when more economical forms of public transportation were unavailable or impractical.

Employees must provide justification for the necessity and reasonableness of public ground transportation costs if requested by the traveler's department, central administration, or auditors.

- Free or lower cost airport shuttle vans should be used if possible.
- Transportation to/from meals is considered necessary only if meal service was not available in the traveler's hotel or within reasonable walking distance.

Documentation Required for Ground Transportation (taxi, Uber, shuttle, limo services)

- Receipts for reimbursable public ground transportation costs should be maintained by the department or traveler and submitted with the employee's travel reimbursement request.
- The traveler should list each trip on the travel reimbursement request with a brief description of the purpose of the trip (e.g., "shuttle van from airport to hotel", "taxi from hotel to meeting", etc.).
- If an employee pays the fare for multiple persons, the documentation should also include a notation specifying the name(s) of other individuals covered by that fare and their relationship to UAB. If the individuals are UAB employees who are also getting reimbursed, the corresponding payment request numbers for these travelers should be noted clearly in the backup documentation.

Hotels/ Other Lodging

Domestic Travel: Lodging Reimbursement Per Diem

For employee travel within the state of Alabama for which pre-approval was not obtained and per diem reimbursement will be requested. A per diem allowance for each full day or fraction thereof shall be paid for meals and lodging:

- The per diem allowance for one night in travel status is currently \$85.00 per day (example: Leave Monday & return Tuesday = \$170).
- The per diem allowance for two plus nights in travel status is currently \$100.00 per day (example: Leave Monday & return Wednesday = \$300).
- When an employee is stationed at the same place in the state for a period in excess of two consecutive months, after two consecutive months, the per diem daily rate is reduced to \$75.00.

- State regulations specify that individuals whose work hours are overnight (between sunset & sunrise) are considered to be in normal work status and therefore are not entitled to an overnight per diem.

Documentation Required: Lodging Reimbursement, Per Diem:

- Departure and Return times must be documented on the certified travel reimbursement “Per Diem Employee Travel” Payment Request form.

Domestic or International Travel: Lodging Reimbursement for Actual Expenses

For employee travel for which pre-approval was obtained and actual expense reimbursement will be requested.

Reserving a Hotel Room:

Employees are expected to handle the room reservations with a credit card.

- UAB is prohibited from making direct payments for hotel accommodations as travel expenses for employees. Almost all hotels accept a credit card number to guarantee a reservation and will only charge the card if the traveler fails to arrive on time without properly canceling the reservation.

For employee out-of-state travel, UAB will occasionally place an advance deposit in order to secure a room if it cannot be handled any other way with the hotel.

- UAB will not reimburse an individual in advance of the trip in any circumstances.
- Normally, such deposits would be limited to the single occupancy rate for one night.
- Evidence that the hotel will not accept a credit card guarantee and contractually requires an advance deposit should be attached to the requisition.
- Any such deposits prepaid by UAB must be clearly disclosed on the travel reimbursement Payment Request submitted after travel is complete.
 - The hotel deposit can be reimbursed by either claiming the full amount of the nightly room cost or deducting the deposit amount out from the nightly expenses and indicating it under the “Miscellaneous” column on the travel form.
 - Documentation must also be provided that shows the method of payment for the hotel deposit.

Reimbursement for Single Room Rate

With appropriate documentation, reimbursement for the actual cost of the traveler's hotel room is authorized by State law. It is expected that reasonably priced accommodations will be used.

Documentation Required: Single Room Rate:

- A final itemized lodging receipt
 - The receipt is usually in the form of the final hotel bill.
 - The receipt must also substantiate that the bill was indeed paid, and that the reimbursement amount being requested was not paid by UAB.
- For express checkout

- If using the hotel's express checkout procedure submitting the express check out statement is not sufficient because the bill does not indicate the method of payment, nor does it indicate that the full amount of the room has been paid. If the traveler chooses to use a Fast Check-Out, they should have the hotel mail, email, or fax the final itemized bill to be attached to the travel voucher.
- Safe fees
 - If a safe fee is automatically charged by the hotel to the traveler, then UAB will reimburse them for the expense. If a safe fee is optional and they have obtained it, then it is considered a personal expense unless a UAB business purpose is provided for the safe's use.
- Other expenses
 - Other hotel expenses (such as parking, room service, tips, etc.) cannot be combined and included under the hotel room charges. For example, if a \$6 parking fee is included on the hotel bill, it should be placed in the "Miscellaneous" section of the travel form. Meals/room service should be claimed in the Meals section of the travel form.
- Resort fees
 - Resort fees are not reimbursable unless the fee is mandatory or automatically charged to the individual, in which case written justification must be included as back-up documentation.

Reimbursement for Shared Room with Family/Friends

UAB will reimburse the traveler for the hotel based on a single room rate. If the traveler occupies a hotel room with family/friends, UAB will reimburse only the single/standard room rate. In such cases:

Documentation Required: Shared Room with Family/Friends:

- Notation of the single room rate must be included on the travel voucher.
- If the traveler occupies a hotel room with another UAB employee(s) also traveling on UAB business, the name of each employee and the Payment Request number should be noted on the travel reimbursement Payment Request of the employee who paid the bill and is claiming the reimbursement.
- The other employee(s) who shared the room but did not pay the bill should note on their travel reimbursement Payment Request the name of each employee who shared the room and indicate on whose travel that reimbursement is being claimed, along with the related Payment Request numbers.
- Also, to allow for the necessary review, the paying employee's department must submit all of the affected travel reimbursement Payment Requests at the same time.

Short-Term Home Rentals

In some cases, a short-term home rental may be more economical than an extended hotel stay. Such expenses can be reimbursed with paid receipts if approved by the Department Head.

- All expenses are the responsibility of the employee with reimbursement for only those expenses that are allowable under policy.
- Cancellation fees may be the responsibility of the employee.

Documentation Required: Short-Term Home Rental:

- Rental agreement.
- Proof of payment.
- Signed travel approval form.
- Documentation noting the short-term rental is the more economical option.

Meal Policies and Procedures

Domestic Travel: Meal Reimbursement Per Diem

For employee travel within the state of Alabama for which pre-approval was not obtained and per diem reimbursement will be requested. A per diem allowance for each full day or fraction thereof shall be paid for meals.

Note: A [UAB P-Card cannot be used for per-diem travel expenses](#).

Current state regulations specify that individuals will be paid the following per diem amounts:

- \$12.75 for a trip greater than or equal to six hours but less than 12 hours.
- \$34.00 for a trip of greater than or equal to 12 hours (without an overnight stay).

Documentation Required: Meal Reimbursement, Per Diem:

- Departure and Return times must be documented on the certified travel reimbursement “Per Diem Employee Travel” Payment Request form.

If the traveler takes a non-UAB person to a meal for a legitimate business purpose:

- The non-UAB person's meal should be processed as entertainment (8351020) from a GL account.
- An itemized receipt is required to document the cost of the non-UAB person's meal.
- The UAB traveler is only entitled to applicable per diem amounts.

Domestic or International Travel: Meal Reimbursement for Actual Expenses

For out-of-state and international travelers, and for in-state travelers with appropriate documentation and pre-approval, reimbursement for the actual cost of the traveler's meals will be authorized.

Meal costs (including applicable tips) must be documented on the certified travel reimbursement request. UAB guidelines allow for reimbursement of meals while in travel status up to the appropriate meal caps referenced below.

- For the purposes of reimbursement, a meal is defined as one appetizer, one entrée, and one dessert per employee per meal.
- The traveler must include a detailed receipt and UAB business purpose for reimbursement.
- It is expected that reasonably priced meals will be chosen.
- Food items that are considered “snacks” are not reimbursable. The state only allows reimbursement for three meals a day. If food/drink (dessert, coffee, etc.) is consumed within an hour of an already paid for meal, the additional expense can be combined and treated as one

meal. If the food/drink is consumed after an hour, we are required to treat that as a snack which is not reimbursable.

- Maximum reimbursement limits for meals (including tax and tip) are:
 - \$25 for breakfast
 - \$50 for lunch
 - \$75 for dinner

Documentation Required: Meal Reimbursement, Actual Expenses:

- Meal costs (including applicable tips) must be documented on the certified travel reimbursement "Employee Travel" Payment Request.
- The traveler must include the actual cost incurred for his/ her breakfast, lunch, and/or dinner.
 - Meal costs cannot be rounded to the nearest dollar.
- Detailed meal receipts with a UAB business purpose
 - A meal is defined as one appetizer, one entrée, and one dessert per employee per meal.

Taxi/Shuttle Costs to and From a Restaurant

UAB cannot reimburse for the utilization of a taxi, shuttle, bus, etc. to and from a restaurant if there is a restaurant in the hotel where the traveler is staying or if there are restaurants within practical walking distances of the hotel.

Meals with Non-UAB Individuals

Meal expenses that include persons outside UAB would be considered entertainment and should not be claimed as part of the travel expense.

- The entire meal (including the traveler) should be reimbursed using the Entertainment Payment Request type with object code 8351020 (Business Meals) from a non-grant account (unless allowed by the sponsor).
- The non-UAB person's meal can only be covered if there was a legitimate UAB business purpose.
- An itemized receipt is required for reimbursement of business meals.
 - If the employee who pays for multiple diners at a business meal is claiming reimbursement for a meal and has exhausted every means of obtaining a copy of the itemized receipt, the travel reviewer may produce a memo that has to be approved by the School Dean. The information on the memo should include:
 - The reason why the receipt was not obtained.
 - The purpose of the meal.
 - Meal attendees.
 - Certification that no alcohol was included.

Once approved by the Dean, the memo can be included in the backup documentation that is to be submitted for approval.

Note: Additional documentation may be required to further clarify unusual expenses incurred during such meals.

Meals with Employee Groups

If one employee pays for meals for a group of other UAB employees in travel status because the restaurant does not wish to issue separate checks, the following policies should be followed:

- An itemized receipt is required.
- The paying employee's travel reimbursement Payment Request must include a notation as to who was covered by that bill and the payment request numbers of those individuals.
- The other employees' reimbursement Payment Request should include a notation that this cost was covered by the paying employee's reimbursement Payment Request with a notation of the related payment requests.
- In order to allow for the necessary review, the paying employee's department must submit all of the affected travel reimbursement Payment Requests at the same time.
- In cases where the restaurant will not split a check when multiple UAB employees are dining together, the traveler can submit the itemized receipt to document the amount being requested (up to \$75 per person).

If the employee who pays for meals for a group is claiming reimbursement for a meal and has exhausted every means of obtaining a copy of the itemized receipt, you may produce a memo that has to be approved by the School Dean. The information on the memo should include:

- The reason why the receipt was not obtained.
- The purpose of the meal.
- Names of all meal attendees.
- A certification that no alcohol was included.

Once approved by the Dean, the memo can be included in the backup documentation that is to be submitted for approval.

The names of all UAB employees and their corresponding payment request numbers should be noted on each of the associated reimbursements to ensure that the other diners are not requesting reimbursement for the same expenses.

Meals Reimbursed If an Overnight Stay Was Not Required

According to federal income tax regulations, meals reimbursed if an overnight stay was not required must be included in the traveler's taxable income and will appear on IRS Form W-2 Wage and tax statement.

Meals Included in Conference/Seminar Registration Fees

If the traveler lists a conference registration fee as an expense that is to be reimbursed by UAB, then they cannot claim any additional meals.

- Where an employee's meal is included in the conference/seminar registration fee, no additional expenses for that meal are allowable (including any transportation to/from the meal).
 - For example, if the conference provides lunch daily, the traveler is expected to partake of these meals and not dine on his/her own. If the traveler chooses to eat somewhere else, that expense will be considered a personal one and should not be claimed on the travel reimbursement.

- Any additional cost incurred for the traveler's meal at an official banquet is allowable when attendance is required.

Documentation Required: Conference Meals

- Documentation for meal expenses must include a copy of the conference itinerary outlining the conference meeting dates, identifying the meals provided, identifying any extra banquet meals for which the traveler paid directly, etc.

Conference Meals and Food Allergies

If the traveler has food allergies and cannot eat the meal that is being provided by the conference, a doctor's statement with a listing of the allergies of the traveler and a copy of the menu from the conference must be submitted to be considered for reimbursement.

Alcohol

Per the State Examiners, **alcoholic beverage or related costs can never be paid for or reimbursed by UAB.**

- Some examples of alcohol-related costs include: corkage fees, taxes on the alcohol, tips directly attributable to the alcohol (such as tips to a bartender for alcoholic beverage service, tips to a wine steward or sommelier, the applicable portion of a percentage meal tip or service charge, etc.).
- The traveler is responsible for ensuring that all alcoholic beverages or alcohol-related costs have been excluded from payment requests prior to submission, whether or not receipts are submitted with the payment request.
- Where a receipt is provided as supporting documentation for the payment request, the traveler should clearly note such exclusions on the receipt to make it clear what is included in the reimbursement Payment Request.

Other Travel Related Expenses

Tips

Tips (If Traveler Will Be Reimbursed Per Diem)

The State Examiners consider the per diem allowance to include tips directly associated with meals and lodging (including tips paid to doormen, bellhops, waiters/waitresses, etc.). However, tips paid to persons other than hotel or restaurant employees (such as cab drivers, airport personnel, etc.) may be reimbursed in addition to the per diem allowance.

Documentation Required: Tips with Per Diem Reimbursement

- Explanation on the Payment Request form noting a UAB business purpose.

Tips (If Traveler Will Be Reimbursed for Actual Expenses Incurred)

Gratuities for waiters/waitresses, baggage handlers, taxi drivers, and/or room maids may be reimbursed when deemed reasonable and necessary. Tips should be consistent with levels generally accepted taking into account geographic location, type of service provided, and any special circumstances. Tips for meals

and public ground transportation ranging from 10% to 25% will be deemed acceptable, but tips will not be reimbursed over 25%.

Documentation Required: Tips from Traveler Requesting Reimbursement for Actual Expenses Incurred

- Detailed receipt of payment.

Phone Calls/Internet

Phone calls and/or internet charges can only be reimbursed (employee travel only) if the expenses were for a UAB business purpose.

Documentation Required: Phone Calls/Internet:

- Explanation on the Payment Request form noting the expenses were for a UAB business purpose.

Parking/Tolls

Actual parking and toll charges incurred during authorized travel by private automobile, rental car, or UAB-owned vehicle may be reimbursed. This would also normally include private auto parking fees incurred at home airports if the traveler was traveling by air, with an appropriate payment receipt. However, traffic violations or other fines cannot be reimbursed.

Documentation Required: Parking/Tolls

- Receipt of payment.

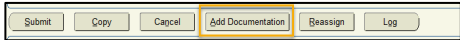
Guidelines for Successful Travel Reimbursement for UAB Employee

- This section outlines the expense reimbursement procedures for a traveler who is a current UAB employee.
- Travel reimbursement requests must be submitted within 60 days of the date that expenses were incurred. ([Click here for 60 Day Rule FAQs](#))
- Submitting a request for reimbursement that includes unallowable costs can delay the processing of a Payment Request form. Before submitting a Payment Request, be sure to:
 - Review [UAB Allowability](#) guidelines here.
 - Review the [UAB Unallowable Costs](#) list here.

For travel information regarding a different role (such as Student, Trainee, Independent Contractor, or Prospective Employee), or information about travel related to house-hunting and/or relocation for a current or future UAB employee, visit the [Financial Affairs Travel Page](#).

Step 1a: Gather Required Documentation to Be Submitted with Payment Request

Required Materials	Additional Information
<input type="checkbox"/> For all travel within the United States: Copy of Completed Pre-Approval Form for Domestic Travel, With Supervisor's Signature and Official Time Stamp Included (for travel within the United States)	<ul style="list-style-type: none"> Complete the Domestic Travel Pre-Approval form here. <i>The form must be accessed, completed, and submitted using the link provided in order to record an official time stamp upon submission.</i> Click here for further information regarding the Domestic Travel Pre-Approval form. To access Domestic Travel Pre-Approval Forms attached to your name, login to your Adobe Sign account via myUAB. [If you do not see the Adobe Sign app in the myApps area, click "Manage Apps" and "Search Applications."]
<input type="checkbox"/> For all travel outside of the United States and the District of Columbia: Copy of Completed Pre-Approval Form(s) International Travel	<ul style="list-style-type: none"> Click here for further information regarding pre-approval and registration for International Travel.
<input type="checkbox"/> Overview/Itinerary of the Trip	<ul style="list-style-type: none"> If a trip includes multiple days/destinations and a combination of UAB and personal business purposes, the traveler should create an overview/itinerary detailing the dates/times of UAB business related expenses.
<input type="checkbox"/> Airfare Documentation	<ul style="list-style-type: none"> Include receipt(s) issued at time of payment. Click here for further information regarding airfare policies, procedures, and related options.
<input type="checkbox"/> P-Card Expenses Documentation	<ul style="list-style-type: none"> Include receipts for expenses charged to a P-Card, clearly labeled as P-Card paid (total amount will be recorded on "Minus Prepaid Expend" line of Payment Request form).
<input type="checkbox"/> Meal Documentation	<ul style="list-style-type: none"> Include itemized meal receipt(s) issued at time of payment. Click here for further information regarding meal policies and procedures.
<input type="checkbox"/> Conference Payment Documentation and/or Conference Agenda/Itinerary	<ul style="list-style-type: none"> Include receipt(s) issued at time of payment. Include a copy of conference agenda/itinerary (may be included on receipt). Click here for further information regarding conference policies and procedures.
<input type="checkbox"/> Hotel/lodging Documentation	<ul style="list-style-type: none"> Include itemized lodging receipt(s) including the daily room rate and any taxes. Click here for further information regarding hotel/lodging policies and procedures.

<input type="checkbox"/> Transportation Documentation	<ul style="list-style-type: none"> • Include receipt(s) issued at time of payment for rental vehicle, taxi, shuttle, Uber, etc. • Include total number of miles traveled with personal vehicle. • Click here for further information regarding transportation policies and procedures.
<input type="checkbox"/> Parking/Tolls Receipts	<ul style="list-style-type: none"> • Include receipt(s) issued at time of payment. • Click here for further information regarding parking/tolls policies and procedures.
<input type="checkbox"/> Tips	<ul style="list-style-type: none"> • Include receipt(s) issued at time of payment. • Click here for further information regarding tips policies and procedures.
<input type="checkbox"/> Internet Travel Services Documentation (if used)	<ul style="list-style-type: none"> • Printout of travel agency's final order statement. • Click here for further information regarding documentation required.
<input type="checkbox"/> Only Include Reimbursement Requests for Allowable Costs	<ul style="list-style-type: none"> • Review UAB Allowability guidelines here. • Review the UAB Unallowable Costs list here.
<input type="checkbox"/> Copy of the Completed & Signed "Add Documentation" page from Payment Request Form [explained in Step 2] 	<ul style="list-style-type: none"> • Note that the traveler <i>must</i> sign the "Signature of Traveler" line. • Click here for further information regarding Payment Request procedures. • View Payment Request guides here.

Step 1b: Review Receipts to Determine If Additional Proof of Payment Is Needed

Review the receipts gathered in Step 1a. If any receipt for an expense charged to a credit card does not include the last four digits of the credit card, you will need further documentation to receive reimbursement for this expense.

You may submit either one of these acceptable forms of proof:

- The credit card receipt or statement
 - The credit card number *except* the last four digits and all other transactions may be redacted so as not to display the details. Please do not redact the specific charge requested for reimbursement in the statement.
- The online credit card transaction showing the cardholder's name.

Step 2: Create a Payment Request Form

After gathering the necessary documentation for expenses incurred, begin the process of requesting travel reimbursement by creating an "Employee Travel" or a "Per Diem Empl Travel" Reimbursement Payment Request Form. Travel reimbursement requests are done online using the Oracle Payment Request using the UAB FN Document Entry/Approval responsibility or the UAB Requisition Input responsibility.

Please Note: Be sure to gather [all of the necessary documentation materials](#) from the traveler before submitting the Payment Request.

The purpose of the Oracle Payment Request Form is to:

- Document the full cost of the employee business trip.
- Identify that portion which is not being funded by UAB.
- Request only the remaining amount due from UAB using allowable [object codes](#).

Timeline for submitting the Oracle Payment Request Form:

Under any of the accountable travel plans, the travel reimbursement request must be filed timely, be accurate, be reasonable, and cover only UAB costs actually incurred by the traveler. Travel reimbursement requests are usually not filed until after the trip; however, in the case of exceptionally lengthy trips, interim filings may be permitted (and in some cases may be required per IRS regulations).

- For an accountable travel plan, the IRS defines timely as within 60 days of the date that the expenses were incurred. Travel reimbursement requests beyond the 60 day period will be denied, unless:
 - The documentation includes special approval by the applicable Dean (if it is going to be paid by either a school), Hospital Finance (if it is going to be paid by the Hospital), or the applicable Executive (if not being paid by either a school or the Hospital) authorizing special payment to the employee even though the 60 day deadline has passed; and
 - Payment will be made as W2 reportable employee compensation paid via nonrecurring element on an Oracle ACT document.
 - [Click here for 60 Day Rule FAQs](#)

Certification of Payment Request Form via Traveler's Signature:

The traveler must sign the "Signature of Traveler" line of the travel reimbursement request certifying the conditions and terms of reimbursement.

- Another individual may not sign on behalf of the traveler.
 - Employee travelers should be careful, because even if someone else assists the traveler with completion of the form, the traveler is still personally responsible for the truth and accuracy of the information reflected on the form.

Payment Request Types for UAB Employee Travel

The information below pertains to a traveler who is a Current UAB Employee. Employee Travel Reimbursement Request forms should never be used for independent contractor travel, prospective employee travel, trainee travel, or other non-employee travel.

Payment Request types used to request reimbursement for UAB Employee travel expenses include:

EMPLOYEE TRAVEL

- To be used for in-state or out-of-state employee travel for which actual expense reimbursement is requested.
- Click here for [EMPLOYEE TRAVEL](#) Payment Request Guide.

PER DIEM EMPLOYEE TRAVEL

- To be used for employee travel within the state of Alabama for which Pre-Approval was not obtained and Per Diem reimbursement is requested.
- Click here for [PER DIEM EMPL TRAVEL](#) Payment Request Guide..

Guidelines for PCARD TRAVEL Transaction Review Process

If the traveler charged any [allowable expenses to a UAB P-Card](#), the process of transaction reconciliation and review must be completed when travel is complete, within 10 days of charges posting.

- This action will be completed IN ADDITION to submitting one of the Payment Request Forms above.
 - A P-Card cannot be used for any in-state per diem expenses.
 - Any travel expenses charged to a P-Card must still be recorded for accounting purposes for the trip with supporting documentation (receipts, etc.) included with the Payment Request form; however, the amounts charged to the P-Card should be noted in the “Minus Prepaid Expend” area as they have already been charged separately.
 - Traveler MUST clearly specify on their receipts/documentation which expenses were charged on the P-Card.
 - Click here for [PCARD TRAVEL Transaction Review](#) Guide.

Step 3: Enter Invoice(s) and Account Distribution(s) for the Payment Request

After entering travel details and costs in the Payment Request form, the invoice(s) and account distribution(s) must be entered.

- For more information on how to enter the invoice(s) and account distribution(s), see “[Creating Payment Requests](#)” on the Financial Affairs Training page.

Object Codes Used for UAB Employee Travel

The following object codes are allowable for the “Employee Travel” and “Per Diem Empl Travel” Payment Request types:

8301010	Employee Travel	For further information about object codes, see the Financial Affairs Object Code List or Search tool
8301015	In-State Travel	
8301020	Business Mileage	
8301030	Per Diem	
8301040	International Travel	
8301050	Conference Registration	
8302060	Student Travel	

Object Code Used for Meals with Non-UAB Individuals

Meal expenses that include persons outside UAB would be considered entertainment and should not be claimed as part of the travel expense.

- The entire meal (including the traveler) should be reimbursed using the Entertainment Payment Request type with object code 8351020 (Business Meals) from a non-grant account (unless allowed by the sponsor).

Object Code Used for Meals Reimbursed If an Overnight Stay Was Not Required

According to federal income tax regulations, meals reimbursed if an overnight stay was not required must be included in the traveler's taxable income and will appear on IRS Form W-2 Wage and tax statement.

- Taxable meals must be charged to Oracle object code 8301030.

Object Code Used for Miscellaneous Non-Travel Costs Incurred While Traveling

Sometimes UAB miscellaneous expenditures are coincidentally incurred while in travel status which would not normally be considered travel expenditures. Examples include the purchase of supplies, books, repairs to UAB equipment, entertainment, audiovisual equipment rentals, extension cord purchases, notary fees, fax fees, etc.

Reimbursement requests for such non-travel costs should not be included in travel reimbursement requests. Such costs should not be charged to travel object codes but instead to the same object code which would have been used if it were not incurred in travel status (i.e., entertainment object code, supply object code, repair object code, etc., as applicable). Reimbursement for such expenditures must be documented with appropriate receipts and justifications, just as if they had not been incurred in travel status. The one notable exception to this rule is [conference registration fees](#) paid by the traveler vs. those paid directly by UAB.

Object Code Used for Conference Registration Fees

Social/recreational activities associated with a business conference are not normally reimbursable.

- Conference registration fees for employees should be posted to Oracle object code 8301050 "Conferences/Training," not to a travel object code.

Object Code Used for All Expenses Related to International Travel

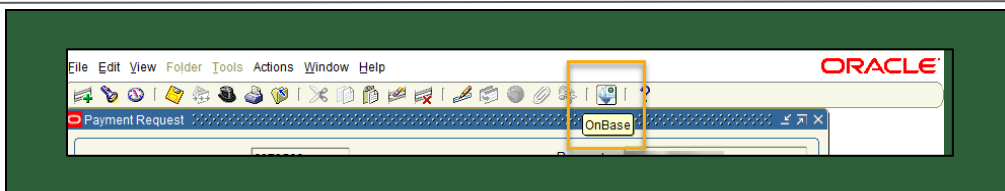
Object code 8301040 should be used for all expenses related to international travel with the exception of conference registration fees, if any, which should be coded as 8301050.

If travel is to be charged to a federally sponsored account, additional care should be exercised to comply with Federal, as well as University, regulations. For example, all federally sponsored international travel must be on a U.S. flagship carrier, unless specific exceptions exist. IE: The Fly America Act.

Step 4: Import Required Documentation with Payment Request Form via [OnBase](#)

In order to promote a timely and accurate UAB Employee Travel Reimbursement Request process, be sure to import all required documentation to OnBase along with the Oracle Payment Request Form.

[Click here for training](#) on importing documentation to OnBase while working in the Payment Request form.



Step 5: Submit Payment Request Form for Approval

Submit Payment Request

You are ready to submit the Payment Request after you have:

- ☐ Completed the Payment Request form according to the provided guides.
- ☐ Imported all required documentation according to the checklist above.
- ☐ Entered invoice(s) and account distribution(s).
- ☐ Ensured all requests are allowable according to [UAB Allowability Guidelines](#) and the [UAB Unallowable Costs](#) list.

For guidance on submitting the Payment Request, [follow these directions](#) on the Financial Affairs Training page.

Approval Process of an Oracle Payment Request

All Oracle Payment Requests require at least two approvals at the department/school level before the system will forward to the appropriate Central Support. The first level of Central Support approval is based on the payment type. Central Support approval for a Payment Request can be Accounting Services, the Accountant, or Student Accounting. The dollar amount as well as the object code may require additional levels of Central Administration approval. When all reviews and approvals are made, the request is sent to Accounts Payable. A check is generated the night of complete approval.

Using Document Locator to track approval process with the Oracle Payment Request Number

To track the approval process of your completed Payment Request, [follow these directions for how to use UAB Document Locator](#).

The Oracle Payment Request number is a seven-digit number generated by the Oracle system unique to the Payment Request. The Payment Request number is generated at the Requestor level and must be used for all documentation applicable to the request.

Editing, Copying, and Canceling Data in an Oracle Payment Request

If there are issues with your original Payment Request submission, you may be asked to make changes to the Payment Request. To learn how to edit, copy, and cancel data in an Oracle Payment Request, [follow these directions](#) on the Financial Affairs Training page.

Helpful Resources

The following pages on the UAB Financial Affairs website will provide further information to assist with the Payment Request process:

- [Allowability Frequently Asked Questions](#)
- [Current Mileage Rates](#)



- [Object Code Search](#)
- [OnBase Training](#)
- [Using Document Locator](#)
- [Payment Request Guides](#)
- [Payment Request Training](#)
- [P-Card Suggested and Prohibited Uses](#)
- [Unallowable Costs List](#)

Contact Information for Further Questions

For Questions About...	Contact
International Travel	Office of Sponsored International Programs, InternationalTravel@uab.edu
AdTrav, RezDesk, or other travel booking	Travel Services, travelservices@uab.edu
UAB Purchasing Card (P-Card)	P-Card Services, pcardservices@uab.edu