

Travel Policy Overview

Employees traveling on official business must follow the travel policies established by both the University of Alabama Health Services Foundation (UAHSF) and the University of Alabama at Birmingham (UAB). All travel expenses must be reasonable, necessary for business purposes, and supported with proper documentation and supervisory **pre-approval**. Faculty pre-approval travel requests must be routed to the Executive Administrator (Amie Stephens) after the Division Director has signed. The department will not reimburse any travel expenses unless a fully signed Travel Pre-Approval Form has been completed and approved prior to travel.

Under the travel guidelines, travelers must submit a complete and accurate expense reimbursement request within **60 days of the date the expense was incurred**. This requirement, commonly referred to as the **“60-Day Rule,”** ensures that reimbursements remain compliant with IRS accountable plan regulations and are not treated as taxable income. Expense reports must include the business purpose of the trip, appropriate approvals, and original **itemized receipts** for all food purchases. Departmental caps meal reimbursement: **\$25 for breakfast, \$50 for lunch, and \$75 for dinner**.

Allowable travel expenses may include transportation (airfare, mileage, rental car, taxi, or rail), lodging, reasonable meal expenses, parking, tolls, and other necessary business-related costs incurred while conducting UAHSF or UAB business. Travelers are expected to exercise prudent judgment, seek the lowest reasonable travel costs, and comply with all applicable documentation and approval requirements.

If travel expenses are submitted more than **60 days after the date of travel**, the reimbursement may be considered **non-accountable travel** and could be processed through payroll as **taxable income to the employee**. In such cases, an exception must be approved by the **Dean**, and it is the **traveler’s responsibility to request and obtain this approval**.

Failure to follow established travel policies, provide required documentation, or submit reimbursements within the required timeframe may result in delayed reimbursement, taxable treatment of expenses, or denial of reimbursement.

For more information, please visit [Traveling | Financial Affairs](#) for UAB guidelines, and the attached HSF Travel Policy for UAHSF guidelines.