

In 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>

Change Effective 10/1/2023:

In State Travel may now be reimbursed by either per diem or actual expenses. For the traveler to be reimbursed actual, pre-approval must be obtained, **in writing**, prior to the date the travel occurs. This approval must occur from the respective Executive Council Member. If pre-approval is not obtained, per diem will be the method of reimbursement.


- 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.
- You may **NOT** receive per diem if a University of North Alabama purchasing card has been used to pay for your accommodations.
- Please include an agenda, name tag, or some type of proof of what occurred at your destination that made it University business.

- The overnight per diem allowance covers lodging, meals, and gratuities.
- Generally Prohibited Expenses-
 - a) Purchases of alcoholic beverages
 - b) Travel expenses incurred by spouses or family members
 - c) Cost of passports
 - d) 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.
 - e) Travel insurance
- Original itemized receipts and other documentation of the trip's total costs must be submitted along with the claim form if claiming actual receipts.
- 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 restaurants as justification for renting a vehicle. Requests for reimbursement for vehicle rental cannot exceed the actual mileage at the current effective mileage rate.

Sample In-State Travel Form

1. Please complete the top portion of the form to include your name, title, employee ID, base address, and purpose of the trip.

*** For the address, please remember to use the closest of your base or UNA if the two are different. If you claim an address other than the base, we will use the location that calculates the lowest mileage.

UNIVERSITY OF NORTH ALABAMA										 University of NORTH ALABAMA			
2023 CLAIM FOR IN-STATE TRAVEL EXPENSES													
NAME:										TITLE:			
EMPLOYEE ID #:										ADDRESS:			
PURPOSE OF THE TRIP :													

2. Subsistence-

Please complete the Subsistence section to include the points departing from and arriving to and your departure and arrival times.

If your travel time is 6-12 hours in length, you will enter \$12.75 in the “6-12HRS” column. If your travel time is >12 hours, you will enter \$34.00 in the “>12HRS” column (unless your travel is overnight).

In the “Number of Travel Days” area, you will use this area for any overnight travel that has occurred.

In State:

6-12 Hours = \$12.75

>12 Hours = \$34.00

If claiming per diem (which includes hotel, meals, and incidentals):

1 overnight stay = \$85.00 per day = \$170.00 total

2 overnight stays=\$100.00 per day = \$300.00 total

SUBSISTENCE										
POINT OF TRAVEL		DEPARTURE		RETURN TO BASE		6-12 HRS	>12 HRS	Number of		TOTAL
FROM	TO	DATE	TIME	DATE	TIME	\$12.75	\$34.00	Travel Days		
UNA	Huntsville High School	05/04/23	8:00 a.m.	05/04/23	12:00 noon				\$0.00	\$ -
UNA	Spain Park High School	05/06/23	8:00 a.m.	05/06/23	5:00 p.m.	\$ 12.75			\$0.00	\$ 12.75
UNA	Prattville High School	05/08/23	8:00 a.m.	05/08/23	10:00 p.m.		\$ 34.00		\$0.00	\$ 34.00
UNA	Baldwin County High School	05/11/23	8:00 a.m.	05/12/23	5:00 p.m.			2	\$170.00	\$ 170.00
UNA	Baker High School	05/15/23	8:00 a.m.	05/17/23	5:00 p.m.			3	\$300.00	\$ 300.00
									\$0.00	\$ -
									TOTAL SUBSISTENCE:	\$ 516.75

**For overnight travel, enter the number of days under the column "Number of Travel Days" beginning with the first day of travel and ending with the day returned to base.*

If claiming actual expenses, attach itemized receipt(s).
 Per Diem and actual expenses cannot be received for the same trip.

3. Private Mileage or Commercial Fares-

This section should match the subsistence section concerning the days reported. You will report your mileage in this area.

***For any mileage claimed, there should be a map attached that supports the claim. The mileage claimed on your form should match the map. Each .1 mile matters as we are bound by the laws of the State of Alabama for reimbursement amounts.

PRIVATE MILEAGE OR COMMERCIAL FARES						
POINTS OF TRAVEL			PRIVATE CAR			TOTAL
FROM	TO	DATE	MILES	MODE OF TRAVEL		
UNA	Huntsville High School	05/04/23	148.40	Private Car		\$ 97.20
UNA	Spain Park High School	05/06/23	270.60	Private Car		\$ 177.24
UNA	Prattville High School	05/08/23	390.00	Private Car		\$ 255.45
UNA	Baldwin County High School	05/11/23	691.80	Private Car		\$ 453.13
UNA	Baker High School	05/15/23	765.20	Private Car		\$ 501.21
						\$ -
TOTAL TRANSPORTATION EXPENSE:						\$1,484.23

4. Miscellaneous Expenses-

Please submit any miscellaneous expenses in this area. You will need to attach itemized receipts for any allowable miscellaneous expense here.

For this packet to be complete, you would remit the In-State Travel form and the maps that support the mileage claim. (See Below) Forms should also be signed by the appropriate supervisor(s) and funds should be assigned as they are not in this example.

First page of remittance:

UNIVERSITY OF NORTH ALABAMA 2023 CLAIM FOR IN-STATE TRAVEL EXPENSES



NAME: Jane Doe **TITLE:** Assistant Professor, Biology

EMPLOYEE ID #: L00000000 **ADDRESS:** 123 Anywhere St.
Florence, AL 35630

PURPOSE OF THE TRIP : Student Recruiting

SUBSISTENCE									
POINT OF TRAVEL		DEPARTURE		RETURN TO BASE		6-12 HRS	>12 HRS	Number of	TOTAL
FROM	TO	DATE	TIME	DATE	TIME	\$12.75	\$34.00	Travel Days	
UNA	Huntsville High School	05/04/23	8:00 a.m.	05/04/23	12:00 noon				\$0.00 \$ -
UNA	Spain Park High School	05/06/23	8:00 a.m.	05/06/23	5:00 p.m.	\$ 12.75			\$0.00 \$ 12.75
UNA	Prattville High School	05/08/23	8:00 a.m.	05/08/23	10:00 p.m.		\$ 34.00		\$0.00 \$ 34.00
UNA	Baldwin County High School	05/11/23	8:00 a.m.	05/12/23	5:00 p.m.			2	\$170.00 \$ 170.00
UNA	Baker High School	05/15/23	8:00 a.m.	05/17/23	5:00 p.m.			3	\$300.00 \$ 300.00
TOTAL SUBSISTENCE:									\$ 516.75

**For overnight travel, enter the number of days under the column "Number of Travel Days" beginning with the first day of travel and ending with the day returned to base.*

PRIVATE MILEAGE OR COMMERCIAL FARES					
POINTS OF TRAVEL		DATE	PRIVATE CAR	MODE OF TRAVEL	TOTAL
FROM	TO		MILES		
UNA	Huntsville High School	05/04/23	148.00	Private Car	\$ 96.94
UNA	Spain Park High School	05/06/23	260.00	Private Car	\$ 170.30
UNA	Prattville High School	05/08/23	390.00	Private Car	\$ 255.45
UNA	Baldwin County High School	05/11/23	690.00	Private Car	\$ 451.95
UNA	Baker High School	05/15/23	764.00	Private Car	\$ 500.42
TOTAL TRANSPORTATION EXPENSE:					\$1,475.06

MISCELLANEOUS EXPENSES		
DETAIL ALL MISCELLANEOUS EXPENSES; FURNISH ORIGINAL RECEIPTS AS REQUIRED		
TOTAL MISCELLANEOUS EXPENSE:		\$ -

I hereby certify that the travel and expenses indicated hereon were incurred in the performance of official duties pursuant to travel authority granted to me. I have not and will not be reimbursed for these expenses by any other organization. I agree to the rate at which I am being reimbursed and that no expenses herein have been previously submitted.

		RECAPITULATION OF TOTAL EXPENSES	AMOUNT
TRAVELER'S SIGNATURE	DATE	SUBSISTENCE EXPENSES	\$ 516.75
		TRANSPORTATION EXPENSES	\$ 1,475.06
		MISCELLANEOUS EXPENSES	\$ -
COST CENTER HEAD	DATE	TOTAL EXPENSES	\$ 1,991.81
DEAN APPROVAL	DATE	TOTAL REIMBURSABLE EXPENSES	

**EXPENSES MAY BE CHARGED TO MORE THAN ONE ACCOUNT					
DESCRIPTION OF ACCOUNT	INDEX	FUND	ORG	ACCOUNT	AMOUNT
TOTAL					\$ -

BUSINESS OFFICE APPROVAL	ISSUE 1099	DATE RECEIVED
	YES <input type="checkbox"/>	
	NO <input type="checkbox"/>	

Second page:

Mission Statement | University of north Alabama Tri | Get Driving Directions, Live Tra | Ellician Experience | Application Navigator | Mobile High Schools, 1-25 - Mo | +

mapquest.com/directions/list/1/from/us/alabama/university-of-north-alabama-381059051/to/us/alabama/huntsville-high-school-377920118

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When Thrifted: 48% off! Matched about 100 items from our previous year's list for you to enjoy. Learn more about how Thrifted works.

Ad 00:06/0:15 Ad ends in 9s Ad Choices

Directions to Huntsville High School Print Share

Get step-by-step walking or driving directions to Huntsville High School. Avoid traffic with optimized routes.

University of North Alabama to Huntsville High School

1 hr 18 min IRS reimbursement: **\$43.42**
74.2 miles

- ↑ Head toward N Wood Ave on Cramer Way. Go for 33 ft.
- Then 0.01 miles
- ↑ Continue on Nellie Ave. Go for 0.2 mi.
- Then 0.20 miles
- ↶ Turn left onto Hermitage Dr. Go for 0.2 mi.
- Then 0.24 miles
- ↷ Turn right onto N Royal Ave. Go for 413 ft.
- Then 0.08 miles
- ↶ Turn left onto Hermitage Dr. Go for 0.6 mi.
- Then 0.62 miles
- ↷ Turn sharp right onto Helton Dr (AL-17/AL-157). Go for 1.6 mi.

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Learn more about how Malinac asked...
Ad 0:06 / 1:15 Ad ends in 5s Ad Choices

Directions to Spain Park High School Print Share

Get step-by-step walking or driving directions to Spain Park High School. Avoid traffic with optimized routes.

University of North Alabama to Spain Park High School

2 hr 9 min
135.3 miles IRS reimbursement: **\$79.16**

- ↑ Head toward N Wood Ave on Cramer Way. Go for 33 ft.
- Then 0.01 miles
- ↑ Continue on Nellie Ave. Go for 0.2 mi.
- Then 0.20 miles
- ↶ Turn left onto Hermitage Dr. Go for 0.2 mi.
- Then 0.24 miles
- ↷ Turn right onto N Royal Ave. Go for 413 ft.
- Then 0.08 miles
- ↶ Turn left onto Hermitage Dr. Go for 0.6 mi.
- Then 0.62 miles
- ↷ Turn sharp right onto Helton Dr (AL-17/AL-157). Go for 1.6 mi.

enterade
Clinically Proven to Help Reduce Cancer Treatment Side Effects
91% Saw Improvement In Nausea 74% Saw Improvement In Diarrhea 88% Saw Improvement In Daily Hydration 77% Saw Improvement In Weight Loss
SHOP NOW

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Fourth page:

The screenshot shows a web browser window with multiple tabs open. The active tab is MapQuest, displaying directions from the University of North Alabama to Prattville High School. The map shows a route through Alabama, starting from the University of North Alabama and ending at Prattville High School. The route is marked with a blue line and includes several numbered markers: #1 (02:53), #2 (03:14), and #3 (03:15). The sidebar on the left provides route details, including the estimated time of 2hr 53min and a distance of 195mi. It also shows an IRS Reimbursement of \$114.30. The page is cluttered with advertisements, including one for enterade at the top right, a Comcast Business ad at the bottom left, and a Labster ad at the bottom right. The browser's address bar shows the URL: mapquest.com/directions/from/us/alabama/university-of-north-alabama-381059051/to/us/alabama/prattville-high-school-350646708.

Fifth page:

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Directions to Baldwin County High School Print Share

Get step-by-step walking or driving directions to Baldwin County High School. Avoid traffic with optimized routes.

University of North Alabama to Baldwin County High School

4 hr 53 min 345.9 miles IRS reimbursement: **\$202.36**

- ↑ Head toward N Wood Ave on Cramer Way. Go for 33 ft.
- Then 0.01 miles
- ↑ Continue on Nellie Ave. Go for 0.2 mi.
- Then 0.20 miles
- ↶ Turn left onto Hermitage Dr. Go for 0.2 mi.
- Then 0.24 miles
- ↷ Turn right onto N Royal Ave. Go for 413 ft.
- Then 0.08 miles
- ↶ Turn left onto Hermitage Dr. Go for 0.6 mi.
- Then 0.62 miles
- ↷ Turn sharp right onto Helton Dr (AL-17/AL-157). Go for 1.6 mi.

Verzenio with a high risk of returning, as determined by your doctor. INDICATION and SAFETY SUMMARY Verzenio® (ver-ZEN-ee-oh) is used to treat certain types of breast cancer known as HR+HER2- (hormone receptor positive/human...)

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Directions to Baker High School

Get step-by-step walking or driving directions to Baker High School. Avoid traffic with optimized routes.

University of North Alabama to Baker High School

5 hr 28 min
382.6 miles IRS reimbursement: **\$223.81**

- ↑ Head toward N Wood Ave on Cramer Way. Go for 33 ft.
- Then 0.01 miles
- ↑ Continue on Nellie Ave. Go for 0.2 mi.
- Then 0.20 miles
- ↶ Turn left onto Hermitage Dr. Go for 0.2 mi.
- Then 0.24 miles
- ↷ Turn right onto N Royal Ave. Go for 413 ft.
- Then 0.08 miles
- ↶ Turn left onto Hermitage Dr. Go for 0.6 mi.
- Then 0.62 miles
- ↷ Turn sharp right onto Helton Dr (AL-17/AL-157). Go for 1.6 mi.

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