In State Travel

Forms may be found here: <u>https://www.una.edu/controller/index.html</u>



University travel policy may be found here:

https://www.una.edu/controller/university-of-north-alabamatravel-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, preapproval 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 <u>NOT</u> 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 2023 CLAIM FOR IN-STATE TRAVEL EXPENSES | | | | | | | | | University of NORTH ALABAMA | | | |
|--|-------|--|--|--|--|--|-----|--------|--------------------------------|--|--|--|
| NAME: | | | | | | | | TITLE: | | | | |
| EMPLOYEE ID #: | | | | | | | ADI | DRESS: | | | | |
| PURPOSE OF THE T | RIP : | | | | | | | | | | | |

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 <u>overnight</u> 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
```

| S U B S I S T E N C E | | | | | | | | | | | | |
|---|---------------------------|-----------|-----------|-----------------------|------------|------------------|----------|-------------|----------|--------|--------|--|
| POINT OF TRAVEL | | DEPARTURE | | RETURN TO BASE | | 6-12 HRS >12 HRS | | Number of | | | TOTAL | |
| FROM | FROM TO | | | DATE TIME | | \$12.75 \$34.00 | | Travel Days | | 1 | JIAL | |
| 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 Schoo | 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 transl and anding with the day returned to base | | | | | | | | | | | | |

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

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.

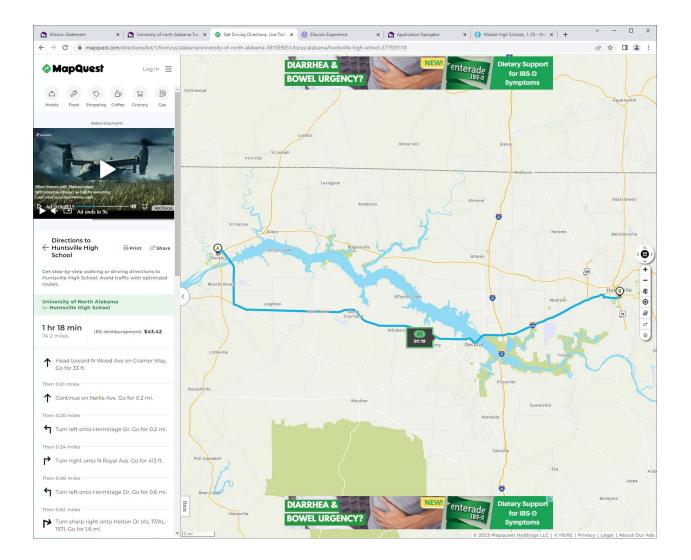
| PRIVATE MILEAGE OR COMMERCIAL FARES | | | | | | | | | | | |
|-------------------------------------|-----------------------------|------------|--------------------------|-----|--------------|--|-----------|--|--|--|--|
| POINTS | OF TRAVEL | | PRIVATE | CAR | | | TOTAL | | | | |
| FROM | ТО | DATE MILES | | | DE OF TRAVEL | | IOTAL | | | | |
| 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 | 08/23 390.00 Private Car | | | | \$ 255.45 | | | | |
| UNA | Baldwin County High Schoo | 05/11/23 | 691.80 |) | Private Car | | \$ 453.13 | | | | |
| UNA | Baker High School | 05/15/23 | 765.20 |) | Private Car | | \$ 501.21 | | | | |
| | | · · · | | | | | \$ - | | | | |
| | TOTAL TRANSPORTATON EXPENSE | | | | | | | | | | |
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4. Miscellaneous Expenses-

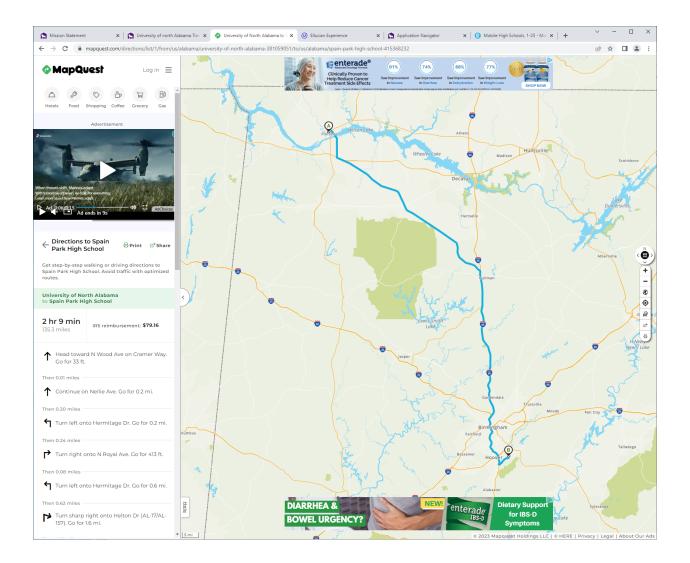
Please submit any miscellaneous expenses in this area. You will need to attach itemized receipts for any allowable miscellaneous expense here. For this packet to be complete, you would remit the In-State Travel form and the maps that support the mileage claim. (See Below) Forms should also be signed by the appropriate supervisor(s) and funds should be assigned as they are not in this example.

| First pag | ge of remittand | ce: | | | | | | | | |
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| | | | | | | | | | | |
| NAME: | Jane Doe | | | | TITLE | : Assistan | t Professo | or, Biology | 1 | 1 |
| EMPLOYEE ID # | #: L0000000 | | | l | ADDRESS | : 123 Anv | where St. | | | |
| | | | | | | | , AL 3563 | 0 | 1 | 1 |
| PURPOSE OF TH | HE TRIP : Student Recruiti | na | | | | | | | | |
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| | | | SUBSI | STENC | E | | | | | |
| | DINT OF TRAVEL | DEPAI | RTURE | RETURN | TO BASE | | 5 >12 HRS | | | TOTAL |
| FROM UNA | TO Huntsville High School | DATE 05/04/23 | TIME 8:00 a m | DATE | TIME 12:00 noor | \$12.75 | \$34.00 | Travel Days | \$0.00 | |
| UNA | Spain Park High School | 05/04/23 | | | | \$ 12.75 | | | \$0.00 \$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 Scho | 05/11/23 | 8:00 a.m. | 05/12/23 | | | | 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 | |
| | | | | | | | | | \$0.00 | \$ - |
| ×n | | 1 | 1 (77 | 10 11 | | | TC | OTAL SUBSIS | STENCE: | \$ 516.75 |
| 0 | l, enter the number of days under the l ending with the day returned to bas | | nber of Tra | vel Days" be | ginning wit | h the | | | | |
| jirsi day oj travel and | V | RIVATE MI | LEAGE C | R COMM | ERCIAL FA | RES | | | | |
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| UNA | Huntsville High School | 05/0 | | 148.00 | | | Private C | | | \$ 96.94 |
| UNA | Spain Park High School | 05/0 | | | 0.00 | | Private Car | | | \$ 170.30 |
| UNA | Prattville High School | 05/0 | | | 0.00 | | Private C | | | \$ 255.45 |
| UNA UNA | Baldwin County High Scho Baker High School | 05/1 | | | 0.00 4.00 | | Private C Private C | | | \$ 451.95 \$ 500.42 |
| | baker riigh School | 0071 | 5725 | 70 | 4.00 | | 1 IIvate C | | | \$ - |
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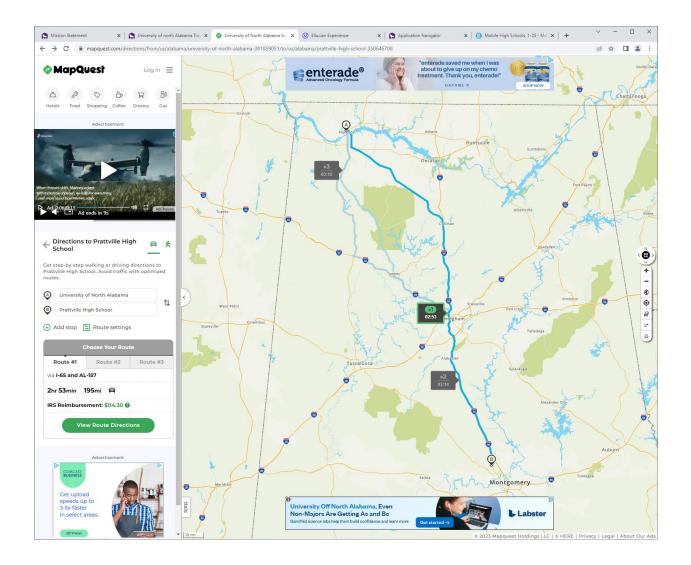
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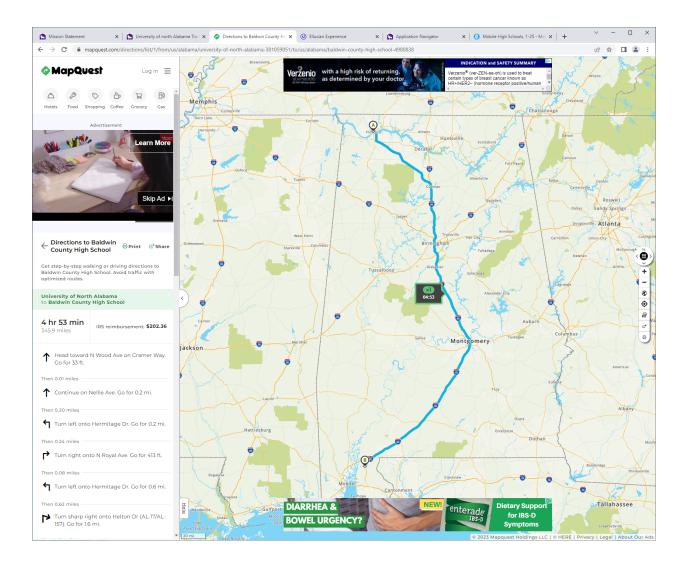
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Sixth page:

