

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/una-travel-policy-updatedfeb2022.pdf>.

- 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.
-
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 #:				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

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.*

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.

First page of remittance:

UNIVERSITY OF NORTH ALABAMA 2023 CLAIM FOR IN-STATE TRAVEL EXPENSES										 University of NORTH ALABAMA	
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			
FROM	TO	DATE	TIME	DATE	TIME	\$12.75	\$34.00	Travel Days		TOTAL	
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	
<i>*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.</i>											
PRIVATE MILEAGE OR COMMERCIAL FARES											
POINTS OF TRAVEL		DATE	PRIVATE CAR	MODE OF TRAVEL		TOTAL					
FROM	TO	DATE	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>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.</i>											
					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:

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When Thrifts die, Malheur don't. With thousands of people, you better know your way. Learn more about how Malheur adapts.

Ad 0:06 / 0:15

Ad ends in 9s

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

74.2 miles

IRS reimbursement: **\$43.42**

↑ 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.

DIARRHEA & BOWEL URGENCY?

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mapquest.com/directions/list/1/from/us/alabama/university-of-north-alabama-381059051/to/us/alabama/spain-park-high-school-415368232

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When Thrive's 48% Maltesers added With transcranial magnetic stimulation, you could feel everything. Learn more about how Maltesers adapt.

Ad 0:06/0:15 Ad ends in 9s 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 Dehydration 77% Saw Improvement In Weight Loss

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DIARRHEA & BOWEL URGENCY? **NEW!** **enterade IBS-D** Dietary Support for IBS-D Symptoms

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Fourth page:

The screenshot shows a web browser with multiple tabs open. The active tab is MapQuest, displaying directions from the University of North Alabama to Prattville High School. The sidebar on the left provides route details, including a 2-hour 53-minute travel time and a 195-mile distance. The main map area shows a blue route line connecting the two locations, with several advertisements overlaid. The bottom of the page features a copyright notice for 2023 Mapquest Holdings LLC.

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Advertisement

When Thrifts die, Malin's don't. With transcranial ultrasound, you can help them stay. Learn more about how Malin's helps.

Ad #06/01/15 Ad ends in 9s Ad Choices

← Directions to Prattville High School

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

University of North Alabama

Prattville High School

Add stop Route settings

Choose Your Route

Route #1 Route #2 Route #3

via I-65 and AL-157

2hr 53min 195mi

IRS Reimbursement: \$114.30

View Route Directions

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enterade[®] Advanced Oncology Formula

"enterade saved me when I was about to give up on my chemo treatment. Thank you, enterade!"

DAPHNE R.

SHOP NOW

University Off North Alabama, Even Non-Majors Are Getting As and Bs

Gamified science labs help them build confidence and learn more

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Labster

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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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enterade IBS-D

Dietary Support for IBS-D Symptoms

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Directions to Baldwin County Hi

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Application Navigator

Mobile High Schools, 1-25 - Mo

mapquest.com/directions/list/1/from/us/alabama/university-of-north-alabama-381059051/to/us/alabama/baker-high-school-351090776

MapQuest

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Directions to Baker High School

Print

Share

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.

Make automated reporting part of your routine

Prophix

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DIARRHEA & BOWEL URGENCY?

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