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**UNIVERSITY  
OF  
NORTH ALABAMA  
TRAVEL POLICY**

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Updated October 2023

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## I. INTRODUCTION

The travel policies of the University of North Alabama have been developed in accordance with Alabama law and Internal Revenue Service regulations and guidelines. These policies cover University employees, students and others who travel on approved, official University business.

At a minimum, employees must obtain prior approval of the immediate supervisor before traveling or obligating University funds. Some types of travel require additional authorization.

When traveling at the University of North Alabama's expense, University employees should, in all cases, seek to obtain the lowest possible fares and rates by scheduling their travel in a manner that will be the most economical to the University. Personal travel for side trips is not reimbursed. It is the employee's responsibility to obtain proper documentation of the travel costs when seeking reimbursement for incurred expenses.

In all cases, there must be a clear, documented business purpose for travel. Excessive or unjustifiable costs are not acceptable and will not be paid by or reimbursed from university funds.

### 1. General

- a. Travel Status - Employees are in travel status when they leave their base. Base is defined as the employees' primary residence or work location whichever is closest to the travel destination. Work location is defined as the office location to which an employee is assigned.
- b. Claim for Travel Expenses – Claim forms for In-State/Out-of-State Travel Expenses are used to record all reimbursable employee travel costs and note University paid travel costs. All claims for travel reimbursement must be made on an In-State or Out-of-State travel form. These forms are located at <http://www.una.edu/controller/index.html>. Requests for reimbursement should be submitted within sixty (60) days after completion of the trip. Original itemized receipts and other documentation of the total costs of the trip must be submitted along with the claim form. When a trip includes both in-state and out-of-state travel, the entire trip should be reported on the out-of-state travel form with actual expenditures claimed.

If the claim form is submitted more than 60 days after the traveler's return, the reimbursement may become taxable income to the employee. Federal tax regulations require that substantiation of reimbursed expenses be made within a reasonable period. Under IRS safe-harbor guidelines, that period is 60 days. Tax

withholding will be made from a subsequent salary payment.

The form must be signed on the line marked “Traveler’s Signature” by the employee who traveled and is seeking reimbursement. The employee’s signature



at the site for an additional night. As a general rule, the University will not reimburse travel earlier than the day before or the day after a meeting/conference.

9. Interrupted Travel - The employee assumes all additional costs associated with deviating from the official travel itinerary if the employee interrupts the official travel for reasons of personal convenience.

10. Cancellation of Trip – The traveler is responsible for obtaining credit for all expenses.

Please contact the Controller's Office at ext. 4260 (e C)-7 (o)-olnh9ntac0.0043e5.004p1dfL1 0 Td(ifL1 0 T

When two or more passengers travel in one private automobile on official University business, only one employee may claim reimbursement for mileage.

When University-owned or private automobiles are used for official travel, any legal parking/or toll charges incurred are reimbursable.

Reimbursement for round trip mileage cannot exceed the cost of a roundtrip flight. The employee will be reimbursed at whichever is lowest, the current mileage rate or the lowest discounted airfare. This is called airfare-in-lieu of mileage.

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III. IN-STATE TRAVEL

1. Reimbursement Restrictions - The guidelines for In-State travel reimbursements are governed by the Code of Alabama 1975, 36-7-20 through (I)-20 (I.)



signed statement waiving the meal allowance.

Only an employee may decide to waive per diem. A University department may not force an employee to waive per diem.

When an employee's travel expenses are less than the per diem allowance, the employee may choose to be reimbursed for the actual cost of travel. In this case, a signed statement

waiving the per diem abxTc Tw h1Td(t)-6 -6 (em)ta.004 T82(r)-1 r(i)-6 004 Tc 0a-6 Fw sTrLo-4 0 r0a-6 Fv



international travel reimbursement.

VI. NON-EMPLOYEE



## FREQUENTLY ASKED QUESTIONS

1. Why do we only receive \$85 or \$100 per day to cover room & board for in-state travel?

Answer: This is set within the Alabama Constitution and is a law. It is applicable to ALL state employees. You may receive actual expenses if you obtain prior approval from your Executive Council Member in writing.

2. If I have a situation that is not covered by the policy, what should I do?