

TRAVEL REIMBURSEMENT

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Travel Expense Report (Yellow Form) (see exhibit B25)

Mileage

- Mileage rate as of January 1, 2009 is \$.55. This is the federal rate.
- The mileage rate will vary annually based on the federal rate.
- Mileage should be reasonable. For travel within the state of Alabama, verify mileage via Mapquest.
- Calculate mileage based on the starting location being ASU to traveling destination not from the traveler's home.

In-State Travel

(NOTE: No receipts are used for In-State travel; only per diems are applied; See below)

If traveling:

- 6 hrs or less, no meal reimbursement
- 6 to 12 hrs, \$11.25 meal reimbursement
- 12 hrs or more, \$30 meal reimbursement
- \$75 per diem for overnight travel (Includes both lodging and meal)

Out-of-State Travel

- Must use actual itemized receipts for all expenses incurred.

Other Notes:

- Deduct any alcoholic beverages from expenses. These are not to be included in reimbursement.
- If traveler has room service expenses on hotel receipt, deduct room service amount from lodging expenses and include in meal reimbursement.

Mode of Transportation

Each department is responsible for selecting the mode of transportation, preferably the least costly to the State. After the department selects the mode of transportation and obtains approval from the Vice President for Finance, deviations are not allowed. The traveler is entitled to reimbursement for actual and necessary expenses incurred based on the authorized mode of travel. Reimbursement will not be made for private automobile use when the approved mode of travel is commercial or for commercial travel when the approved mode is private automobile use. Departments are encouraged to travel together when attending the same conferences or workshops.

Foreign Travel

All foreign receipts submitted for reimbursement are for allowable travel expenses in accordance with the State of Alabama, Department of Finance guidelines established by state law *Code of Alabama 1975, Section 36-7-21 through 36-7-23*. At the time that receipts are submitted to the Accounting Office for reimbursement, a notarized statement will be required to validate that information is true and correct consistent with the State of Alabama statute and Alabama State University Foreign Travel Policy. Below is a facsimile of a notarized form to be used when submitting a Travel Expense Report for foreign travel.

What are the reimbursement guidelines for foreign travel?

Travel outside the United States is considered foreign travel. That includes travel to U.S. territories (such as Puerto Rico) or to neighboring countries (such as Mexico or Canada).

Actual lodging expenses will be reimbursed up to actual reasonable expense. Itemized receipts are required.

Meals and Incidental Expenses include payments such as tipping, baggage handling, and transportation to/from meals, only if necessary. Items that are reimbursed and handled separately from these limits include official telephone, telegraph, faxes, cables, transportation to/from the destination city, transportation on ASU business within the destination city, airport parking, baggage and shipping charges. Receipts are needed for taxi, subway or local bus service. Itemized receipts are required for all reimbursable expenditures.

Personal travel for side trips will not be reimbursed.

Currency exchange fees may be claimed only when you are required to convert to/from U.S. currency. Provide a receipt and documentation of the host country's requirements on using local currency. You may not claim reimbursement for losses due to currency conversion.

Note: When traveling abroad, receipts need to be identified in U.S. dollars, when possible. If receipts are not identified in U.S. dollars, documentation on the currency conversion rates at the time of travel should be attached to your Travel Expense Report. The web address www.oanda.com may be utilized to get exchange rates.

TRAVEL BY PRIVATE VEHICLE

At what rate is the use of personal vehicles reimbursed?

The current state mileage rate is **\$.55 per mile**. That covers all vehicular costs, including tolls, repairs, and fuel.

Reimbursement is based on the shortest distance between your home base and the destination (home base may be ASU or your home). If leaving from your personal home to travel and the distance is shorter, mileage will be calculated from your home. If you report to work before traveling, ASU will be used to calculate mileage.

What is the reimbursement rate for driving to regional airports?

If you use your personal vehicle to drive to an airport for a flight or to pick up an official University guest, you will be reimbursed at the current state mileage rate (this doesn't include parking charges) from the ASU campus.

Rental Vehicles

Rental vehicles may be used if approved by your supervisor and ASU's Transportation Department. Vehicles may be rented from another source only if an appropriate vehicle is unavailable at the state motor pool or the University's motor pool. Otherwise vehicles must be obtained from the State Motor Pool or the University's motor pool. Should you choose a commercial rental agency, a completed rental invoice is required. Gas charges will be reimbursed only in instances where the credit card provided by the State Motor Pool is not accepted. Receipts are required for reimbursement including toll charges.

If you are using a rental vehicle for both personal and University travel, note the proportion of personal use on the voucher. The University will not pay for any day on which the vehicle is used for personal use.

Insurance for Rental/Personal Vehicles

Anyone renting a vehicle on University business **MUST** take out insurance through vehicle rental agencies sufficient to cover all passengers. Insurance coverage should also provide adequate property damage to insure that the University is not affected as a result of any loss (personal, medical or property).

You should consult your personal automobile insurance carrier to determine the extent of coverage provided when renting a vehicle.

Failure to obtain an adequate level of insurance at the time of rental constitutes a violation of university policy.

AIR TRAVEL***What are the basic guidelines for air travel?***

Airline reservations are your responsibility and are to be made through your unit. Air travel is arranged through the University's official travel agency (currently Fair Winds). The traveler may request a faxed quote of travel cost so that the traveler can prepare a requisition for travel. The University requires that the University's official Travel Agency issue airline tickets for travel that has an approved purchase order only. Tickets purchased in advance by the individual including those purchased on-line will be reimbursed by the University with payment being made to the individual traveler after the trip has been completed. Your travel itinerary, a copy of your credit card statement, and any other documentation provided by the airline are required for reimbursement of airfare.

The University will not reimburse for arbitrary itinerary changes.

The University will not reimburse for non-refundable tickets where travel has not occurred, except under extenuating circumstances as approved by the University.

Reimbursement for air travel will be made at the lowest logical standard or discounted rate for the period of business travel.

Trips that include additional personal stops are not authorized.

For the most current rules and regulations regarding air travel security, visit the web site for the Transportation Security Administration located at www.tsa.gov/public/.

Student Travel/Cash Advances**Guidelines**

The University uses a check request and a cash advance envelope to process requests for student/team travel. The money is advanced to the coach or advisor with that person responsible for reconciling expenses after the trip.

To obtain advanced funds for student/team travel:

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1. **At least 10 days prior to travel** submit a check request (payable to the group advisor) along with an approved Request for Reimbursable Travel Form to the Comptroller's Office for a student travel advance. List the travelers (students and advisors), the purpose of the trip, the itinerary and the budget. The advance should be enough to cover all anticipated expenditures. A check will be prepared for you.
2. **Three (3) workdays after completion of the trip** a reconciliation of all receipts for cash advance expenses must be submitted to Accounts Payable. Attach original itemized receipts for all expenditures to the reconciliation and include in your cash advance envelope. Follow the University's guidelines for expenditure limits.
3. **For student travel only**, you may choose to give students a cash meal allowance rather than submitting receipts for individual meals. In such cases, students must sign verification that they have received the funds. If the advisor pays for meals for the group, the appropriate receipts must be attached. Lodging and transportation will be paid for students. For all lodging associated with student travel, the name of room occupants must be provided on the hotel billing.
4. Accounts Payable will review your trip reconciliation and receipts. If you spent less than the amount advanced, the difference should be deposited with the Bursar. If you spent more than the advance, the difference will be reimbursed to the traveler through a check request.
5. No meal allowances will be provided to employees while in town or less than 6 hours in duration away from home base (Montgomery County).

Home Base – All Alabama State University employees have, for work and business travel purposes, a "home base" unless otherwise approved. For most employees, home base is Alabama State University, except for those employees that are affiliated with approved University locations off-site. For the affected employees, the approved locations will then serve as home base for travel purposes.

6. For meals, receipts must be an official cash register tape provided by the vendor from whom services are received identifying the number of meals served and any other cost that the traveler is claiming as a University expenditure. See examples of receipts that are not acceptable in Exhibit F.

The University cannot process Reimbursable Travel (pink) Forms if the following items listed below are not successfully completed.

- Is the Traveler's name and title listed?
- Is the destination and dates of travel (departure and return) listed?
- Is the reason for the trip listed?
- Is the account number to be charged listed?

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- Are sufficient funds available in the account (check screen 19)?
Has the traveler signed and dated the form?
- Has the Dean signed the form (if applicable)?
- Has the V.P. or Director signed the form?

Once the items are checked, the form is ready to be submitted to the Comptroller's Office. Please allow 10 days from the date the form is received in the Comptroller's Office for complete processing.

Please Note: There is no such thing as a "walk-through."

ALABAMA STATE UNIVERSITY

ESTIMATED TRAVEL EXPENSES

(To Accompany Requests for Expense-Reimbursable Travel)

Name _____

Period of Leave _____

Purpose of Trip _____

(If program participant, attach copy of program or letter of invitation)

Destination: _____ Meeting Site: _____

Source of Funds for Support of Travel: (a) University _____

(b) Non-University _____

If (b), describe source: _____

ESTIMATED COSTS: Amount* PO# Check Request #**

Travel: Car, Plane, Train, Bus, State Car \$ _____
For Personal Car Mileage: _____ x .55 \$ _____

Lodging: _____ days @ _____ \$ _____

Meals: _____ @ _____ \$ _____

Registration: _____ \$ _____

Luncheons/Banquets: _____ @ _____ \$ _____

Taxi, Limousine, Shuttle, Airport Parking \$ _____

Miscellaneous: (Specify)

_____ \$ _____

_____ \$ _____

TOTAL ESTIMATED COST: \$ _____

Signed: _____

Name of Traveler

Date

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* Sufficient funds should be available to cover estimated costs. It is the responsibility of the department to check for available funds prior to the submission of this form.
**Please be sure to reference the Purchase Order # or Check Request # as designated above.

Attestation Statement
For Foreign Travel

STATE OF ALABAMA)
COUNTY OF MONTGOMERY)

AFFIDAVIT OF (NAME OF TRAVELER)

Personally appeared before me, the undersigned authority,
name of traveler, who being known to me and having first been

duly sworn says that he/she has read the above and foregoing Affidavit, that is true and correct, and that he/she executes it freely of his/her own will and without promise or inducement of any kind or nature.

Subscribed and sworn to before me this ___ day of _____ 20_____.

I attest that the information submitted for reimbursement is true and correct to the best of my knowledge.

Submitted by _____ Date _____

Signature of Notary Public

Typed name of Notary Public

My commission expires: _____.