REMOVE TRIP DATA / CLEAR FORM / SAVE / PRINT / EMAIL

University of South Alabama

Travel Reimbursement Form

Name _____ **Title** _____ **JAG #** _____

Department or Division _____ **Mailing Address** _____ **Office Phone** _____

Reason for making trip _____ **Please indicate:** ○ **Employee** ○ **Student** ○ **Other (Specify)** _____

							USE FOR OUT OF STATE TRAVEL ONLY						USE FOR IN-STATE TRAVEL ONLY
Date	**Itinerary**		**Time am/pm**	**Transportation**			**Meals**						
dd-mm-yy	*Travel Points*		00:00 xm	Mode	Miles(prvt auto)	Amount	Breakfast	Lunch	Dinner	Total actual	Allowed	**Lodging**	**Per Diem**
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
SKIP TO SUPPLEMENTAL PAGE			**Total from supplemental page 2 (if necessary)**			0.00					0.00	0.00	0.00
			Totals			0.00					0.00	0.00	0.00

* - Meals should be listed at actual with the daily allowed amount total not exceeding $55.00

Total transportation, meals and lodging (for out-of-state travel only) and per diem (for in-state travel only) 0.00

Other Expenses
Itemize other expenses and furnish required receipts.
Use extra sheet if necessary.

Total Other Expenses 0.00

Prepaid Expenses
Itemize prepaid expenses such as airline tickets
etc. and attach receipts. Use extra sheets, if necessary.

Total Prepaid Expenses (0.00)

Net Travel Expenses to Be Reimbursed to Traveler
(Total travel expenses less prepaid expenses) 0.00

CERTIFICATION

I HEREBY CERTIFY that the above statements are true and that I have incurred the described expenses and the mileage in the discharge of my official duties for the University and have not been reimbursed and I have not filed nor will I file for reimbursement from any other resource for said expenses. **I HEREBY CERTIFY** that reimbursement for lodging is claimed at the single occupancy rate, except in cases where more than one University employee shared the same room, and if reimbursement for valet parking is claimed, that was the only parking available. I further certify that any eligible per diem not claimed is waived and the total claimed for travel reimbursement represents all expenses to be reimbursed for the trip.

_____
Signature of Traveler Date

COMMENTS:

Approvals:

Department Head Date

Dean/Vice President/Administrator Date

Controller Date

Note-
Travel submitted more than sixty days after trip is considered taxable income to the traveler.

Accounting Distribution

Fund	Organization	Account	Program	Activity	Amount

Revised 24-Mar-17

University of South Alabama

Travel Reimbursement Form (Supplemental page 2)

[Note - this page is to be used when travel extends beyond 4 days)

Name _____

Date		Itinerary	Time am/pm	Transportation			USE FOR OUT OF STATE TRAVEL ONLY						USE FOR IN-STATE TRAVEL ONLY
							Meals						
dd-mm-yy		*Travel Points*	00:00 xm	Mode	Miles(prvt auto)	Amount	Breakfast	Lunch	Dinner	Total actual	Allowed	Lodging	Per Diem
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
	From		Dep							0.00	0.00		
	To		Arr										
RETURN TO PAGE 1		**Total - Place totals from Supplemental page on appropriate line on page 1**				0.00					0.00	0.00	0.00

TRAVEL REIMBURSEMENT FORM INSTRUCTIONS

University Travel Regulations are available on the University's web site and should be followed in preparing this form. The following represents a summary of USA's key travel regulations. The complete travel regulations should be consulted prior to finalizing your reimbursement request.

Transportation

1- Personal automobile - Personal automobiles usage by the most direct route is authorized at the Federal standard mileage rate. Changes in the federal mileage allowance will be posted on the University's travel web page.

2- Airplane - When traveling by airplane, the lowest available commercial discount airfare should be obtained. Official/original flight documentation should be attached to the travel form. Flight tickets purchased directly by the traveler (not through the University's authorized travel agency) will not be reimbursed until after the trip.

3- Rental automobile - In the event that use of a rental vehicle is necessary at the traveler's destination, the travel form must site the reason why it was necessary to rent a vehicle. As a general rule, the University does not accept transportation to and from the airport, to and from meals, or sightseeing as justification for renting a vehicle. Prior written approval from the department head, with proper justification , must be obtained before you travel. Such justification must include a cost comparison between the cost of the rental and the costs had the traveler not rented the vehicle. The type vehicle rented should be appropriate to the business purpose of the trip - normally that would be an economy rental. Optional coverage for collision damage to the rental vehicle may be purchased (but not liability, supplemental liability or personal effects insurance.)

Length of Stay

A copy of the conference or meeting agenda should be attached to the travel form to document the length of stay. Travel expenses for extra day of travel caused by the use of personal automobile or other reason will not be reimbursed.

Federal grants and contracts

These travel regulations apply to all funds of the University including federal grants and contracts and are in addition to any federal regulations that may apply.

Travel of students, consultant and prospective employees

Students, consultants and prospective employees travel under out-of-state travel regulations regardless of whether or not the trip is in-state or out-of-state.

In-State Per Diem

Employees who travel within the State of Alabama (outside of the base area) on official University business will be paid a maximum allowance of $75 per day for meals and lodging. Partial days will be reimbursed in accordance with the University's travel regulations.

Out-of-State Meals and lodging

The traveler will be reimbursed for actual expenses (including tips) up to a maximum of $55 per day for each day of travel. If a conference registration fee was paid that included payment for one or more meals, the traveler should indicate this on the travel form and not claim any additional reimbursement for that meal. Partial days will be reimbursed in accordance with the University's travel regulations.

Lodging - Reasonably priced accommodations are expected to be obtained. Actual expenses for lodging (not to exceed the single occupancy rates) are allowable. Receipts are required. A detail hotel bill is considered an acceptable receipt and should included name, address and telephone number of the hotel, dates and daily charge for the room and number of occupants.

Non-allowable expenses (not all inclusive)

Alcoholic beverages, valet and laundry services, recreational activities, hotel safe charges, passports, personal telephone calls, in-flight airline phone usage, frequent flyer upgrades, taxis to and from meals, fees such as cost of failure to cancel room reservation.

Other Allowable Expenses

	Receipt Required?
Registration fees	Yes
Rental automobiles (see limitations in regulations)	Yes
Parking	Yes
Business telephone calls (personal call not reimbursable)	Yes
Bridge tolls	No
Taxi fares and limousine service under $25	No
Taxi fares and limousine service $25 or more	Yes

SAVE / PRINT / EMAIL

University of South Alabama

Local Travel Log (Privately Owned Vehicle)

Traveler's Name _____
(Example: John Doe)

Work base _____
(Example: Main Campus)

Date of Travel	Time of Travel	Specific Business Purpose	From (Street Address)*	To (Street Address)*	Round Trip (Y?N?)	Trip Mileage

Note - Travel log should be completed, signed and attached to the University Travel Reimbursement From

Total miles included in log**: 0.0

I hereby certify the trip(s) listed above was/were for official University business:

_____
Signature Date

** - May use an identifiable USA location in lieu of street address (USA Campus, USAMC, etc.)*

*** - Include total miles on USA travel reimbursement form and label "see local travel log"*

SAVE / PRINT / EMAIL