

# UNIVERSITY TRAVEL POLICY



ALABAMA A&M UNIVERSITY

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## Overview

Alabama A&M University has a fiduciary responsibility to ensure that University resources are used in a fiscally responsible manner and in the best interest of the University. That responsibility includes safeguarding against unreasonable expenses and ensuring adherence to state and federal laws and regulations.

This procedure has been developed in accordance with state and federal laws, regulations, and industry best practices. It is applicable to University employees, students, and others who travel on official University business.

Alabama A&M University and "University" are used interchangeably throughout this document.

Terms within this document are defined in the Glossary.

## Policy Hierarchy

Alabama A&M University travel is governed by the State of Alabama, federal regulations, and the statement of policies in this document.

The Alabama Code gives details on how in-state travel must be executed in

Title 36. Public Officers and Employees

Chapter 7. Reimbursement of Traveling and Other Expenses

Article 2 – Traveling Expenses of State Officers and Employees

## Disclaimer

This document addresses the most common travel situations; however, it is not exhaustive. Should unforeseen circumstances arise that are not explicitly addressed in this document, they will be considered by the Comptroller's Office on a case by case basis. Circumstances outside of this document may require the use of a letter of justification.



# Traveler Responsibility

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## Planning with Prudence

SAP Concur will be the primary system used for all university travel. SAP Concur is the world's leading brand for integrated travel. The goal of SAP Concur is to simplify and automate the travel and expense process. It provides a seamless mobile app, to upload expenses in real time. It uses artificial intelligence (AI) to audit 100% of the transactions, universities can see spend in its totality, and it also helps with budget management.

To ensure that the best interests of the University are served at the most reasonable costs, all University travel should be prudently planned. Excessive or unjustifiable costs are generally not reimbursed. All University travel should be submitted electronically via the University's travel & expense tool, which at the time of this policy revision is SAP Concur.

Travelers on official University business are expected to minimize lodging expenses by taking advantage of special conference rates, educational or government rates, and web promotional rates when seeking accommodations. Travelers should make reservations in advance whenever practical to avoid luxury lodging accommodations. The traveler should make all lodging arrangements in SAP Concur 10- 14 business days prior to travel. All lodging is paid by the university and travelers also have the option to use their personal card in SAP Concur.

## Authorized Travel

All documentation must be submitted to the Travel Department using SAP Concur. Handwritten documentation will not be approved. It is the responsibility of the traveler to ensure all Request and supporting documentation are submitted in SAP Concur 10-14 business days prior to the travel commencement date. Changes to a traveler's itinerary require updated forms/supporting documents to be submitted in SAP Concur within 24 hours of being made aware of the change. If the documentation is not submitted within the 10 – 14-day timeframe, the request may be denied or delayed in processing. If the documentation is submitted after the travel dates the request will be denied. If it submitted on the day of travel the documentation will be denied. (Athletics & Admissions will be handled on a case-by case basis.)

## Allowable Expenses

It is the traveler's responsibility to ensure that SAP Concur and related reimbursement requests comply with all applicable policies and procedures including but not limited to, proper authorization, sufficient receipts and documentations, and timely submission of travel expense reports. Personal Expenses travel expenses incurred for personal, non-university business related matters, or matters that are beyond the scope of the approved travel are not reimbursable. The traveler must submit their expenses via SAP Concur within 5 business days of their return.

## Maintaining Documentation

Travelers should keep a copy of their SAP Concur requests, expense reports and all supporting documentation for their records. It is recommended to keep a copy until a reimbursement has been processed and/or clearance has been established.

## Comptroller's/Travel Office Responsibility

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### Travel Information

The Comptroller's Office maintains a University Travel website where travelers can find helpful links, checklists, forms, and more. The Travel Department provides customer service to travels and may be contacted at [Travel1@aamu.edu](mailto:Travel1@aamu.edu)

Information regarding updates, changes, etc. will also be listed on the SAP Concur home page.

[Sign in to Concur | Concur Solutions](#)

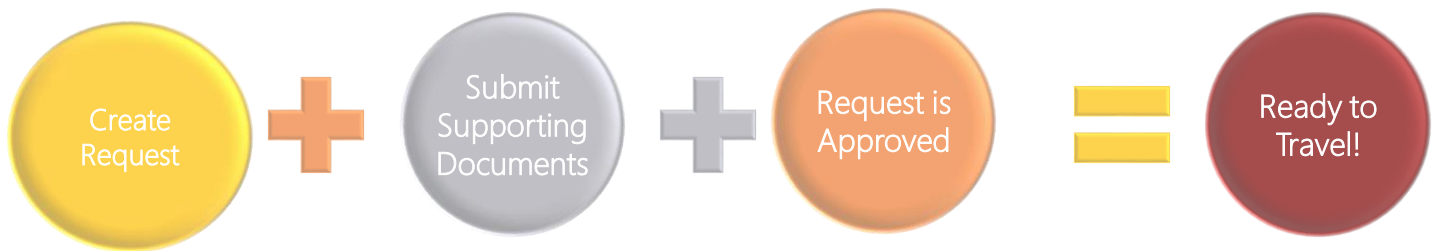
### Changes to this Document

The Comptroller's Office reserves the right to issue addendums and updates to this document as needed and will provide notifications as changes occur. Addendums and updates will be posted on the University Travel website and in SAP Concur. This document was updated on 09/17/2021.

# Preparing to Travel

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Preparing to travel is a three-step process illustrated by the equation below. Each part of the equation is discussed in detail in the sections that follow. In addition, it will be helpful for travelers to review the Expense Reimbursement Guidelines section of this policy as part of travel preparation.



## Creating A Request

A request tells the story of a trip and certifies that a trip has been approved by all necessary parties. In addition, it provides instructions to the University Travel department about how payments should be processed for a particular trip. To create a request, you will need the forms listed on the table below. If a request has been created and has not been approved you will have the ability to cancel the request.

The table below details when a form should be used. All forms can be accessed from the University Travel website.

Mandatory Forms		
Form Title	Short Form Title	When to Use this Form
Pre-Travel Checklist-Located on the travel department website.	PTC	Include this list for all types of travel
Request in SAP Concur	Request	One person traveling alone
Group Request in SAP Concur	Request	One person traveling with a student group
Supplemental Forms		
Form Title	Short Form Title	When to Use this Form
Travel Advance- Listed in SAP Concur in Request Details.	TRA	When requesting a travel advance  This should be added to the request in SAP Concur
Travel Participant List with A Numbers	TPL	When traveling with a group of students this list must be submitted with the Request
Rooming List with A Numbers	RML	When traveling with a group of students this list must be submitted with the Request
Travel Itinerary	TI	When traveling with a group of students or individually the itinerary must be submitted with the Request
Conference/ Meeting Agenda	CA	When traveling with a group of students or individually the agenda must be submitted with the Request



## Supporting Documents

Supporting documents substantiate the need for expected travel expenses in SAP Concur Request, and give information about the trip. Supporting documents must be submitted with the request in SAP Concur. There should be at least one supporting document to substantiate each amount on the request (with the exception of per diem). The table below details what supporting documents should be submitted with the request.

Travel Component	Component Type	Supporting Document(s)	Special Notes
Trip Purpose	Registration for conference/event	<ul style="list-style-type: none"> <li>Agenda or itinerary (must include dates and location)</li> <li>Quote for cost of registration</li> </ul>	FOR GROUP TRAVEL: List of names, ID numbers, and role (student, employee, etc.) for all travelers
	Athletic Event	<ul style="list-style-type: none"> <li>Game schedule (1 Year in Advance)- If entering a yearly request.</li> </ul>	
	Athletic Recruiting	<ul style="list-style-type: none"> <li>List of recruits (including contact phone number/address) or similar documentation from the SWAC/NCAA</li> <li>Tournament/game details for evaluations (name of schools played, game time, documentation to substantiate the event such as a program or flyer)</li> <li>Hosted recruiting is considered travel. The encumbrance process should be utilized to reimbursement recruits who visit campus.</li> </ul>	
	Admissions and Other Recruiting	<ul style="list-style-type: none"> <li>Event flyer/agenda indicating date, location, and specific students being recruited if applicable (1 Year in Advance) if entering a yearly request.</li> </ul>	
Meals	In-state	<ul style="list-style-type: none"> <li>Supporting documents are not required for per diem.</li> </ul>	If pre-established per diem rates are not used, the basis for the rates used must be indicated in the request. These rates must not exceed the maximum allowable per diem rates.
	Out-of-state		
Lodging	Lodging	<ul style="list-style-type: none"> <li>Quote via SAP Concur</li> <li>Rooming list (group travel only)</li> </ul>	
Transportation	Rental Vehicle, BTS, Bus, Train	<ul style="list-style-type: none"> <li>Quote via SAP Concur for Rental Vehicles</li> </ul>	
	Air Travel	<ul style="list-style-type: none"> <li>Copy of flight reservation via SAP Concur</li> <li>Travelers are able to add Point via SAP Concur</li> </ul>	

	Personal Vehicle	<ul style="list-style-type: none"> <li>Google Maps/MapQuest providing the distance (in miles) from the home base to the destination; must include addresses</li> </ul>	
	University Vehicle	Submit via Attachment SAP Concur. All information is listed in SAP Concur.	
	Other Transportation	<ul style="list-style-type: none"> <li>Document that indicates the cost and mode of transportation</li> </ul>	
Miscellaneous		<ul style="list-style-type: none"> <li>Documentation to support estimated or actual costs</li> </ul>	

## Lodging Prepayment

Individual lodging expenses for out-of-state travel is covered by the University, in SAP Concur Travel.

To qualify, the Request and other required supporting documentation must be received in SAP Concur Request and approved **at least ten – 14 business days** prior to the first day of the stay.

Requests not received by the required date, shall generally require the traveler to pay for lodging expenses and request reimbursement after the trip. There are special cases for Athletics regarding lodging and change of hotel stay.

## Accurate Per Diem

Travelers should check the per diem rates provided on the University's travel website to ensure per diem estimations are accurate before submitting a Request in SAP Concur. Once the traveler returns from travel the Per Diem will be automatically calculated when the expense is created in SAP Concur Expense.

Per diem rates must be reduced per the applicable Meals & Lodging Reduction Schedule provided on the University Travel website.

## Requesting a Travel Advance

Refer to the Travel Advances section for full details regarding the requesting and clearance of travel advances.

## Per Diem

Travelers providing cash per diems directly to students must use the Per Diem Disbursement Log. The log details a student's ID number, first and last name, date funds were received, amount of funds received, and a confirmation signature from the student. This log must be submitted in the attachments portion in SAP Concur, along with the Travel Expense Report.

## Approved Request

Travel requires the completion and approval of a request using SAP Concur Request. An approved request will generate an encumbrance in Banner.

Travelers should only submit one request per trip.

The applicable travel data must be entered in the comments sections of the request.

The document text must match the information provided on the Request.

## Submitting the Request

Travel Requests, Travel Expense Reports and their respective supporting documents, must be submitted electronically via SAP Concur.

Electronic submissions use less resources, are environmentally friendly, and require less preparation time, resulting in a shorter review time.

The table below gives details on each submission type.

Submission Type	Where to Submit	Special Notes
Electronic (required)	Sap Concur Request, Expense, and Attachments (Supporting Documentation)	All pages should be legible when scanned and rotated so that all pages are right side up.  Submissions should not be made via email to a specific employee's email account unless requested.
Hard Copy	Not Accepted.	
Multiple	N/A	Multiple submissions are not required. Travelers should submit one request per trip. All travel components may be on one encumbrance.

## Unauthorized Travel

Traveling without an approved Travel Request in SAP Concur (approved prior to the travel start date) is considered unauthorized travel. Unauthorized travel may result in denial of expense reimbursement.

All approved Travel Requests must be submitted in SAP Concur 10-14 business days prior to the commencement of travel so they can be processed in a timely manner.

Note, if prepayments or advances are not requested on the request, the approved form still needs to be submitted in SAP Concur.

Travel Expense Reports should not be submitted in SAP Concur for unauthorized travel. All expenses MUST have an approved request associated with the expense report.

# During the Trip

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## Receipts and Bills

Travelers should compile and review all required receipts and be sure each receipt is valid according to the table to the right.

A bill, invoice, order form, or other documentation that does not indicate that the amount of the bill was paid, will generally not be accepted for reimbursement. Travelers should do their best to gather valid receipts prior to the end of the trip.

Valid Receipt Requirements
All receipts must be itemized
Vendor Name
Vendor Address
Vendor Phone Number
Date of Purchase
Payment Information (zero balance and/or indication of method of payment)

For international travel, travelers should provide documentation of the currency exchange rates for the dates of travel. Where possible, receipts should be in English.

International Currency Converters
<a href="http://www.oanda.com">www.oanda.com</a>
<a href="http://www.xe.com">www.xe.com</a>
<a href="http://www.x-rates.com">www.x-rates.com</a>

The Internal Revenue Service recommends the websites in the table to the left for currency conversions, which will be the only conversion tools accepted for University travel.

## Unusual Expenses

Travel expenses that are not discussed in this procedure are generally not reimbursable. Travelers seeking reimbursement for such items must provide a justified business purpose (*see Glossary for Business Purpose*) approved by the traveler's supervisor. Justifications should be submitted with the Travel Expense Report for consideration. The unusual expense should be part of the approved request in the expected expenses section prior to travel. If the unusual expense is not approved within the request prior to travel it will not be approved upon return from travel. There are cases where the unusual expense can occur during the travel that could not be approved prior to the travel date. The expense will be taken on a cases-by-case bases and will be reimbursed accordingly.

# After the Trip

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Upon return from travel, a Travel Expense Report must be created from the approved Request in SAP Concur. The traveler should have a copy of their request and request ID from SAP Concur. The expense report must be completed within 5 days of the completion of travel. The expense reports must be approved within 10 days after the Expense has been submitted in SAP Concur. Expenses submitted later than 5 days may be denied reimbursement. If the expense is more than the approved request, supporting documentation of approval from the travelers supervisor must be included.

If an advance was received for the trip, the approved Travel Expense Report is due 5 business days after the last day of travel.

A letter of justification must be submitted with travel reconciliations and expense reports that are submitted after the 5-day required timeline.

Below is a table that gives details of each form involved in the expense reimbursement process and when it should be used.

Mandatory Forms		
Form Title	Short Form Title	When to Use this Form
SAP Concur Expense	Expense	This form should be used for all University approved travel.
Supplemental Forms		
Form Title	Short Form Title	When to Use this Form
Travel Advance Remittance Form	TARF	<ul style="list-style-type: none"><li>• When returning unused travel advance funds</li><li>• When remitting funds determined to be owed to the University following the review of a TER</li></ul>
Per Diem Disbursement Log	PDL	When travelers provide cash to students this form must be completed with each disbursement and submitted with the TER.

## Special Accommodations

If a traveler requires special accommodations that may be an exception to this policy, the traveler should contact the Office of Human Resources at 256-372-5835 or [human.resources@aamu.edu](mailto:human.resources@aamu.edu). All requests for special accommodations must be approved prior to the date(s) of travel by the Office of Human Resources. Approval after the date(s) of travel may not be reimbursed. (see *Special Accommodations in the Glossary*)

## Travel Expense Report Due Dates & Appeals

### **Travel without an Advance**

If an advance was not issued for a trip, the Travel Expense Report and supporting documentation must be submitted in SAP Concur within 5 days of the completion of travel. Requests submitted later than 5 days may be denied or delayed reimbursement.

### **Travel with an Advance**

If an advance was issued for a trip, the Travel Expense Report and supporting documentation must be submitted in SAP Concur within 5 business days of the completion of travel. Expense reports and documentation not submitted within 5 business days may result in the advance amount being payroll deducted.

### **Travel Clearance Reconciliation Appeal**

If a traveler disagrees with the results of a travel clearance reconciliation, or if additional documentation is found to be in the traveler's favor, the traveler has 60 days from the initial notification date (see Glossary) to resolve.

## Restricted Fund Reimbursement

Travel funded by a grant or contract shall be paid in accordance with this policy unless otherwise established by the grant or contract approved award, or correspondence from the funding agency. Different rates (i.e. lodging, mileage, airfare, etc.) must be clearly identified in the scope of the grant or contract or other documented approval from the funding agency. This documentation should be attached in SAP Concur when submitting requests and expenses.

# Expense Reimbursement Guidelines

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The following subsections give travelers detailed information for each type of expense reimbursement for in-state and out-of-state travel. All expense reimbursement topics for international travel are in the International Travel section.

## General Guidelines

General guidelines are travel topics that are not applicable to a specific travel component such as meals, lodging, or transportation.

### Reimbursements and Taxable Income

In-state meals that do not require overnight stay are taxable for income, FICA, and Medicare tax purposes.

In-state meals reimbursed during the calendar year for travel expense claims that did not include overnight stay will be reported as income on the traveler's W-2 Form.

This action is in keeping with both state and federal guidance as established by IRS Publication 5137 "IRS Fringe Benefit Guide Federal, State, and Local Governments".

It is important to note that the employee's share of FICA and Medicare is not deducted at the time of reimbursement, but will be remitted to the IRS on the traveler's behalf and deducted from the employee in the subsequent payroll(s).

### Requesting Less than Per Diem

Intentional claims for reimbursement less than the allowable per diem must be acknowledged by entering the following comment when creating an expense report in SAP Concur.

*"I acknowledge that I am entitled to per diem in accordance with the University's travel procedure but opt to waive or receive a reduced per diem in accordance with the amount(s) claimed on this Travel Expense Report."*

### Traveling Before or After an Event

The distance traveled, the time the event concludes, and mode of travel may make it necessary to travel the day before the event begins and depart the day after the event ends. When applicable, reimbursement for meals and lodging will be reimbursed. These dates must be entered on the Request in SAP Concur, and approved prior to travel. As a general rule, travel earlier than the day before and later than the day after will not be reimbursed.

## **Common Non-Reimbursable Expenses**

The list below identifies expenses that generally do not qualify for reimbursement and is not intended to be a complete listing. Questions regarding an expense's eligibility for reimbursement should be referred to the Travel Department prior to incurring the expense.

- Alcoholic beverages in any form
- Costs incurred for failure to cancel hotel reservations (If prepaid, failure to cancel may result in personal liability.)
- Excess weight and additional baggage (when traveling) Baggage fees are reimbursable up to \$30.00 going and \$30.00 returning.
- Exercise room fees
- In-room on-demand movies or game rentals
- Laundry and dry cleaning (Excluding Athletics)
- Personal phone calls
- Priority boarding or pre-check program fees
- Recreational charges such as golf, tennis, ski lift tickets, etc. (Excluding Athletics, based on NCAA rules and regulations)
- Room service meals should not be claimed. They are covered by per diem and will not be reimbursed separately.

## **Personal Expenses**

Travel expenses incurred for personal, non-university business purposes, or matters that are beyond the scope of the approved travel are not reimbursable.

## **Miscellaneous Expenses**

The Miscellaneous Expenses sections listed in this policy provide a basis for other common reimbursable expenses but are not all-inclusive.

## **Restricted Fund Reimbursement**

Travel funded by a grant or contract shall be paid in accordance with this policy unless otherwise established by the grant or contract approved award, or correspondence from the funding agency. Different rates (i.e. lodging, mileage, airfare, etc.) must be clearly identified in the scope of the grant or contract or other documented approval from the funding agency.

## **Vendor Disclosure Statement**

Per section 41-16-82 of the 1975 Code of Alabama, a Vendor Disclosure Statement must be included for all payments in excess of \$5,000 per vendor. Vendor Disclosure Statements submitted with travel documents are forwarded to the Purchasing Department. For questions regarding the Vendor Disclosure Statement, contact the Purchasing Department at (256) 372-5227 or [purchasing@aamu.edu](mailto:purchasing@aamu.edu).



## **Special Accommodations**

If a traveler requires special accommodations that may be an exception to this policy, the traveler should contact the Office of Human Resources at 256-372-5835 or [human.resources@aamu.edu](mailto:human.resources@aamu.edu). All requests for special accommodations must be approved prior to the date(s) of travel by the Office of Human Resources. Approval after the date(s) of travel may not be reimbursed. (see Special Accommodations in the Glossary)

## **Frequent Traveler Miles**

Transportation secured using frequent traveler miles will not be reimbursed by Alabama A&M University. Frequent traveler miles include any program, club, etc. that result in a reduction in the cost of the transportation. Frequent traveler miles may be "frequent flyer miles", "frequent traveler miles", or any other discounts and/or perks for brand loyalty that are offered by the vendor or credit card.

# Meals

## In-state Meals

In-state meals are reimbursed on a per diem basis as established by state law. The rates are set according to the length of time traveled and whether or not overnight stay is involved. Alabama per diem rates include amounts for meals *and* lodging.

The reimbursement will be reported as taxable income on the employee's W-2 form. In accordance with IRS publication 5137, "IRS Fringe Benefit Guide", and the State of Alabama's State Comptroller's Office guidance, in-state meals that do not require overnight stay are taxable for income, FICA, and Medicare purposes.

Current reimbursement rates can be found on the University's Travel website under the Common Travel Reimbursement Rates section.

Per diems (student and employee) may vary and will depend on if lodging expenses are paid. When the actual cost of lodging is paid, (lodging can be claimed if the traveler is a "Dues" paying member) the in-state per diem will be reduced to include meals only. If meals are provided, the per diem is reduced for each meal provided. A schedule of meal and lodging reductions can be found on the University's Travel website.

Meals provided as part of the event are not reimbursable. Event agendas and/or other documentation will be used to identify meeting-provided meals. See the University Travel website for the Meals & Lodging Reduction Schedule.

## Out-of-state Meals

Meal expenses for out-of-state travel are reimbursable on a per diem basis. The rate is based on the city and state. Meals provided as part of the event are not reimbursable. Event agendas and/or other documentation will be used to identify meeting-provided meals. Concur will automatically calculate the per diem in expense.

## Athletic Meals & Snacks

The NCAA gives latitude for student-athletes to receive unlimited meals. Meals that are not in conjunction with travel for an athletic event (i.e. home game meals, meals during breaks, etc.) must be requested via a Travel Advance in SAP Concur Request.

The NCAA gives latitude for student-athletes to receive snacks while traveling. Amounts advanced for snacks are requested separate from per diem and must be used for snacks only.

# Lodging

## In-state Lodging

Reimbursement for in-state lodging is included with the applicable per diem amount.

In-state lodging will not be reimbursed at the actual single room rate unless the travel qualifies for "In-State Conference Travel" or "Student Travel" (*see Glossary*).

Out-of-state lodging selected for an event hosted *within* the state will be reimbursed in accordance with in-state reimbursement rates.

Students' lodging expenses may be paid at actual cost.

## Out-of-state Lodging

Out-of-state lodging is reimbursed at the actual rate. Reimbursement requires an itemized receipt. Receipts must reflect a zero balance. The receipt must also indicate the room rate with applicable taxes. This information must be submitted in SAP Concur.

## All Lodging

It is the responsibility of the traveler to ensure all hotel rooms that are no longer needed, are cancelled. Fees that the University incur for rooms that are not cancelled may be payroll deducted.

# Incidentals

## In-state Incidentals

Incidental expenses include fees and tips paid to baggage handlers, porters, hotel staff, and staff on ships. Incidental expenses are reimbursable on a per diem basis (receipts are not required). Travelers will not be reimbursed separately for these items. A list of incidentals should be included in the SAP Concur Expense.

## Out-of-state Incidentals

Incidental expenses include fees and tips paid to baggage handlers, porters, hotel staff, and staff on ships. Incidental expenses are reimbursable as part of per diem. Receipts are not required for reimbursement. A list of incidentals should be included in the SAP Concur Expense.

# Transportation

## Air Travel

Alabama A&M University has a fiduciary responsibility to ensure that University resources are used in a fiscally responsible manner and in the best interest of the University. Travelers are encouraged to choose air travel within the state on a need to fly basis. All reservations are booked via SAP Concur Travel.

- **Reservations**

Airline reservations are the employee's responsibility and are to be made through the department using SAP Concur Travel. Reservations should be made a minimum of 10 - 14 days in advance of travel. Fees for excess weight and additional baggage are generally not reimbursable.

- **Getting Reimbursed**

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

- **Common Air Travel Expenses**

Baggage fees are limited to one checked bag within the airline company's allowable weight limit. Exceptions require sufficient justification (i.e. extended length of stay, presentation equipment and materials, etc.). Tips for baggage handlers, porters, or other hotel staff are included as a part of per diem. Travelers will not be reimbursed separately for these items.

- **Upgrades**

Upgraded airfare may be reimbursed only when supporting documentation is provided by the airline or travel agency stating that no lower rate was available and reservations were made at least 10 - 14 days in advance. Consideration may be given where an emergency requires a change in travel plans. Trips that include additional personal stops are not authorized. (see Glossary for Emergency definition)

- **Supporting Documents to Submit**

Any additional documentation that was not submitted in request (uber, lyft, baggage receipts, etc.) be submitted with the Travel Expense in SAP Concur.

- **Trip Changes & Cancellations**

Change fees are generally not reimbursable unless the trip was changes/cancelled for a business-related purpose.

Unused tickets are processed according to the University's travel booking agency guidelines. See the University Travel website for details on the current policy according to the travel booking agency.

Responsibility for monitoring the use of unused tickets and/or airline credits resides the travel department. Unused tickets will also be tracked by the university travel department.

## Personal Vehicle

- **Insurance**

Alabama A&M University insurance provides NO physical damage coverage for damage to personal vehicles used for University business. Your personal automobile liability insurance is your primary coverage when using your personal vehicle for University business. If your liability limits become exhausted following an accident, the University's insurance policy provides a second layer of liability coverage, provided the personal vehicle was used for approved University business.

- **Getting Reimbursed**

Reimbursement for travel in a personal vehicle is based on mileage. Receipts for gas are not reimbursable. The mileage rate is established by the state and covers all vehicular costs, including repairs and fuel. With the exception of certain recruiting activities and travel to the airport, in-town mileage in the area where the employee is officially stationed is generally not reimbursable. Mileage from an employee's residence to their officially stationed home base is not reimbursable.

On rare occasions, employees incurring routine and frequent mileage while using their personal vehicle to conduct Alabama A&M University business within the Huntsville city limits and/or Madison city limits may be approved for mileage reimbursement. This reimbursement is on an exception basis and requires a letter of justification and approval from the traveler's supervisor. This information must be submitted in SAP Concur. Multiple trips can be compiled and submitted on one Travel Expense Report, if this was submitted on the initial approved request. The reports must be submitted at least, on a monthly basis. However, there must only be one approved request per Travel Expense Report.

Mileage will be automatically calculated in SAP Concur.

Mileage is calculated based on the shortest distance between Alabama A&M University or the employee's official home base and the destination, as reflected on MapQuest.com or Google Maps.

When calculating the expected cost in Request, mileage should be rounded to the nearest mile. As a rule, if the mileage ends in .5 or more, round up to the next mile. If the mileage ends in .4 or lower, round down to the previous mile. For example, if the actual mileage is 221.63, the rounded mileage is 222. If the actual mileage is 221.43, the rounded mileage is 221.

When mileage from the traveler's residence is closer than their home base, reimbursement is generally calculated on the shorter distance.

- **Airfare-in-lieu of Mileage**

When traveling on University business and the round-trip mileage will exceed 1,000 miles round trip, you will be reimbursed at whichever is lowest, the current mileage rate or the lowest discounted

airfare. This is called Airfare-in-lieu of Mileage. All Airfare-in-lieu of Mileage rates should be confirmed with the University Travel department prior to travel.

## Rental Vehicle

- **Reservations**

Vehicle rentals for local, domestic, and international use should be obtained through Alabama A&M University's preferred vendor(s). Rental reservations with Enterprise or National are made via SAP Concur Travel.

Rental vehicles are not allowable when the sole purpose is for transportation to and from the airport, or when shuttle and/or taxi services are available. Rental vehicles must be rented in the name of the traveler.

- **Vehicle Classes**

University travelers are expected to rent compact, full size, or midsize class vehicles unless sharing the rental with more than three other Alabama A&M University business travelers.

Rental of sport utility vehicles, minivans, or other kinds of specialty vehicles are generally prohibited. Exceptions require justification and prior authorization from the Human Resources Office. Rental of luxury vehicles is not permitted. University travelers are highly encouraged to rent hybrid and fuel-efficient vehicles when available. The university transit system should be the first option when traveling by bus. If there is travel using a third-party bus company, the contract should be attached to the request.

- **Insurance**

Rental vehicles procured through Enterprise Rental Car, must be rented in the name of the traveler and the agreement must state "on behalf of" or "for" Alabama A&M University so that the vehicle is covered by the University's liability insurance. Optional rental insurance is not reimbursable. Liability insurance coverage is not included when vehicles are procured through other rental agencies.

- **Common Rental Vehicle Charges**

The chart table below lists some common rental car charges and options. The table indicates whether or not the expense is reimbursable. If an expense is not listed, assume that it is not reimbursable unless written authorization is granted by the University Travel department.

Fee/Option	Reimbursable?
Daily Rental Fee – the daily cost to rent the vehicle	Yes
Drop Off Fee – cost to return the vehicle to a different location than picked up	Approval Required
Fuel – purchased during travel	Yes
Fuel Surcharge – cost for returning the vehicle with less than the required amount of fuel	Yes
Collision Damage Waiver (CDW) – insurance to cover damage to the rental vehicle	No

Loss Damage Waiver (LDW) – insurance to cover theft or loss of use	No
Personal Accident Insurance (PAI) – provides renter and passengers accidental death, medical expenses and ambulance expense benefits	No
Personal Effects Coverage (PEC)	Requires advance approval from Accounts Payable
Late Return Fee – penalty for not returning the vehicle by the due date and time	No
Roadside Assistance Protection (RAP) – waives financial responsibility for chargeable roadside incidents such as lost keys, lockouts and fuel outages	No
XM Radio upgrade	No
Navigation System upgrade	No

- **Personal Use**

Personal Use is defined as an expense incurred that does not have a valid University business purpose. Any rental days determined to be for personal use will be the responsibility of the traveler. If the University incurs an expense for a traveler's personal use days, the traveler must reimburse the University within five business days of notification or the amount will be payroll deducted from the next payroll.

- **Supporting Documents to Submit**

A rental agreement and/or receipt indicating the details of the vehicle, renter, and itemized charges must be submitted with the Travel Expense Report to be reimbursed in SAP Concur.

## **University Vehicle**

When University fleet vehicles are used, travelers are reimbursed for actual gas expenses. The traveler must provide a copy of receipts showing the purchase of gas.

## **Train**

- **Reservations**

Train reservations are the employee's responsibility and are to be made through the department. Reservations should be made a minimum of 10-14 days in advance of travel. Booked via SAP Concur.

- **Getting Reimbursed**

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

- **Upgrades**

Upgraded fares will be reimbursed only when supporting documentation is provided by the train station or travel agency stating that no lower rate was available and reservations were made at least 10-14 days in advance. Train travel booked using frequent traveler miles will not be reimbursed by Alabama A&M University.

- **Supporting Documents to Submit**

The receipt (screen print, email confirmation, etc.) and a copy of the travel itinerary should be submitted with the Travel Expense Report in SAP Concur.

- **Trip Changes & Cancellations**

Change fees are generally not reimbursable unless the trip was changed/cancelled for a business-related purpose.

## Miscellaneous Expenses

### **Baggage Fees**

Baggage fees are limited to one checked bag within the transportation company's allowable weight limit. Exceptions require sufficient justification (i.e. extended length of stay, presentation equipment and materials, etc.).

### **Fuel**

Fuel may be reimbursed for rental vehicles (must submit rental agreement and receipts) and University vehicles only.

### **Registration Fees**

Registration fees may be reimbursed if paid for with personal funds and valid receipts are provided.

### **Transportation Services**

Transportation services, generally to and from the airport, bus terminal, train station, etc. may be reimbursed with valid receipts.

### **Tolls**

Tolls applicable to travel in personal, rented, or University vehicles may be reimbursed with valid receipts.

### **Telephone and Fax Services**

Telephone and fax services may be reimbursed with valid receipts. The service must be necessary and relevant to the purpose of the travel and supporting document(s) must include the person contacted, purpose of contact and cost of the service. A request and expense should be submitted via SAP Concur.

### **Shipping and Copy Services**



Shipping and copy expenses may be reimbursed with valid receipts. The expense must be necessary and relevant to the purpose of the travel. A request and expense should be submitted via SAP Concur.

## **Parking**

Parking applicable to travel in personal, rented, or University vehicles may be reimbursed with valid receipts. Travelers should opt for the most economical option when parking at hotels.

Airport parking will be reimbursed at the full rate with valid receipts. A request and expense should be submitted via SAP Concur.

## **Internet Service**

Internet service may be reimbursed with valid receipts. The expense must be justifiable, reasonable, and required in conjunction with the purpose of the travel (i.e. necessary to perform required work-related functions). The cost must not be exorbitant, and must not be incurred via transportation (i.e. in flight, or other in route transportation). Upgrades to complimentary services are not reimbursable. A request and expense should be submitted via SAP Concur.

## **Mileage**

Mileage may be reimbursed for one round-trip for the distance from the traveler's home base or the University to the transportation station. Reimbursement for mileage to other transportation stations will have to be documented to substantiate a necessary business purpose or cost savings. A request and expense should be submitted via SAP Concur.

## **Extended Travel**

Out-of-state travel is reimbursed for actual expenses for up to one year as defined in the Glossary. In some cases, a short-term apartment rental might be more economical than an extended hotel stays. Such expenses can be reimbursed with valid receipts if approved by the Department Head and Vice President of the respective unit. This stay requires 30-day approval prior to travel. A request and expense should be submitted via SAP Concur.

Any and all rental/lease agreements must be executed in the name of the employee/traveler. Rental/lease agreements cannot be executed in the name of the University. All expenses are the responsibility of the employee, with reimbursement for only those expenses that are allowable under Alabama A&M University Travel Policy.

## International Travel- (Requires Specific Approval)

### Meals

Meals will be reimbursed on a per diem basis in accordance with the federal rates for international travel as established by the US Department of State. A link to the searchable database is available on the University Travel website.

Rates are based on the country and state/province of travel. If the specific location is not listed, the nearest listed location will be used as a reference. Reimbursement will be made at the rates effective during the actual dates of travel.

Meals (including continental breakfast, receptions, etc.) provided as a part of the event are not reimbursable. The event agenda and/or other documentation will be used to identify meeting-provided meals. The US Department of State breakdown for breakfast, lunch, and dinner will determine the amount of the per diem that will not be reimbursable.

### Lodging

Lodging will be reimbursed on a receipt basis. Lodging expenses in excess of rates established by the US Department of State will not be reimbursed beyond pre-established maximums. A link to the searchable database is available on the University Travel website.

Receipts are required for reimbursement. Lodging expenses will be reimbursed at the actual room rate. Lodging rates are based on the country and state/province of travel. If the specific location is not listed, the nearest listed location will be used.

Reimbursement will be made at the rates effective during the actual dates of travel. Travelers are strongly encouraged to check these rates prior to travel.

### Incidentals

Incidental expenses for international travel are reimbursable on a per diem basis (receipts are not required). Incidental expenses include fees and tips paid to baggage handlers, porters, hotel staff, and staff on ships. Travelers will not be reimbursed separately for these items.

### Transportation

Expense reimbursement guidelines for international travel are the same as other types of travel. See the Transportation section above for details.

### **Miscellaneous Expenses (All Expenses Required an Approved Request & Expense in SAP Concur)**

- Telephone and Fax Services

Telephone and fax service may be reimbursed with valid receipts. The service must be necessary and relevant to the purpose of the travel and supporting document(s) must include the person contacted, purpose of contact and cost of the service.

- **Passports and Visas**

Passports and visas (including photos) expenses may be reimbursed with valid receipts.

- **Inoculation Expenses**

Inoculation expenses may be reimbursed with valid receipts.

- **Birth and Health Certificates**

Birth and health certificates may be reimbursed with valid receipts.

- **Transportation Services**

Transportation services, generally to and from the airport, bus terminal, train station, etc. may be reimbursed with valid receipts.

Transportation within the destination city having a justifiable business purpose may be reimbursed with valid receipts.

- **Parking**

Parking applicable to travel in personal, rented, or University vehicles may be reimbursed with valid receipts. Travelers should opt for the most economical option when parking at hotels.

Airport parking will be reimbursed at the full rate with valid receipts.

- **Baggage and Shipping**

Baggage and shipping charges (limited to one checked bag unless sufficiently justified) may be reimbursed with valid receipts.

- **Travelers Insurance**

Travelers insurance may be reimbursed with valid receipts. Travelers may only be reimbursed for international travel.

## **Extended International Travel (Requires Specific Approval)**

International travel is reimbursed for actual expenses for up to one year as defined in the Glossary. In some cases, a short-term apartment rental might be more economical than an extended hotel stay. Such expenses can be reimbursed with valid receipts if approved by the Department Head and Vice President of the respective unit.

Any and all rental/lease agreements must be executed in the name of the employee/traveler. Rental/lease agreements cannot be executed in the name of the University. All expenses are the responsibility of the

employee, with reimbursement for only those expenses that are allowable under Alabama A&M University procedures.

## Currency Exchange Fees

The currency exchange fee may be claimed only when the traveler is required to convert to/from U.S. currency. A currency exchange printout must be submitted with the Travel Expense Report in SAP Concur to claim exchange fees. The Internal Revenue Service recommends the websites for currency conversions listed in the table to the right. These sites are the only conversion tools accepted for University travel:

International Currency Converters
<a href="http://www.oanda.com">www.oanda.com</a>
<a href="http://www.xe.com">www.xe.com</a>
<a href="http://www.x-rates.com">www.x-rates.com</a>

Reimbursement for losses due to currency conversion may not be claimed. Receipts need to be identified in U.S. dollars and foreign currency. The currency conversion rate should be noted.

# Travel Advances

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This section outlines the steps for processing and clearing travel advances. A travel advance is an advance payment issued to cover expenses incurred while on official approved University travel. While all travelers have the option of having most travel expenses prepaid, not all are eligible for an advance. Advances are generally provided to accommodate group/team travel where it is not feasible or reasonable to travel on a reimbursement basis. Advances are generally permitted in accordance with the guidelines outlined below.

## Advance Eligibility

All Travel Advances are requested in SAP Concur Request. Travel advance recipients must be University employees (earning a salary of \$35,000 or less), current students, or others as outlined below. If a student graduated within the last academic year and has been selected to represent the University on approved University business, the travel advance may be allowed.

Students traveling alone or assuming personal responsibility for their travel may receive an advance and/or have certain expenses prepaid.

Employees hosting, sponsoring, or otherwise facilitating the travel (generally recruiting) may receive an advance and/or have certain expenses prepaid.

Requests for advances must be submitted and fully approved SAP Concur **at least 10-14 business days** prior to the date of travel to ensure timely processing. Advances will not be issued after the date of the trip.

Travelers with outstanding (see Glossary) Travel Expense Reports, may not receive an advance.

Travel Purpose	Department	Justification
Athletic Team Travel	Athletics	Reimbursement basis not feasible
Athletic Recruiting	Athletics	Reimbursement basis not feasible
Undergraduate Recruiting	Admissions Office	Reimbursement basis not feasible
Graduate Recruiting	Graduate Office	Reimbursement basis not feasible
Student Group Travel	Various	Reimbursement basis not feasible
International Travel	All	Reimbursement basis not feasible
Other	All	Employee's salary is less than \$35,000 or other extenuating circumstances

## Qualifying Expenses

Generally, prepayments, charges, or advances (method is determined by the Travel Department) can be made for the following expenses:

Travel Component	Supporting Document to Submit
Registration for event	<ul style="list-style-type: none"> <li>Agenda or itinerary indicating event date and location AND quote for registration</li> </ul>
Athletic Event	<ul style="list-style-type: none"> <li>Game schedule indicating date, location and opposing team</li> <li>Travel Participant List</li> </ul>
Athletic Recruiting	<ul style="list-style-type: none"> <li>List of recruits (including contact phone number/address) or other sufficient supporting documentation from the SWAC/NCAA</li> <li>Tournament/game details for evaluations (name of schools played, game time, documentation to substantiate the event such as a program or flyer)</li> <li>Name, ID number and phone number of student host for hosted recruiting</li> </ul>
Admissions and Other Recruiting	<ul style="list-style-type: none"> <li>Event flyer/agenda indicating event date, location, and specific students being recruited if applicable. The recruiter must indicate their name by highlighting, circling, or placing an asterisk.</li> <li>Travel Participant List</li> </ul>
Meals	<ul style="list-style-type: none"> <li>Per Diem Disbursement Log</li> </ul>
Lodging	<ul style="list-style-type: none"> <li>Quote (group travel, prepayment, and travel advances only)</li> </ul>
Rental Vehicle, BTS Bus, Train	<ul style="list-style-type: none"> <li>Quote via SAP Concur Travel</li> </ul>
Airfare	<ul style="list-style-type: none"> <li>Copy of flight reservation</li> </ul>
Personal Vehicle	<ul style="list-style-type: none"> <li>MapQuest or Google Maps providing the distance (in miles) from the home base to the destination; must include addresses</li> </ul>
University Vehicle	<ul style="list-style-type: none"> <li>Provide Documentation via SAP Concur</li> </ul>
Other transportation	<ul style="list-style-type: none"> <li>Document that indicates the cost and mode of transportation</li> </ul>
Miscellaneous Expenses	<ul style="list-style-type: none"> <li>Documentation to support costs</li> </ul>

## Use of Advance

Advances may only be used for the trip for which it was submitted and approved. It may not be used to cover expenses for a different trip. If an advance is not used, payment must be remitted to the Cashier's Window immediately upon learning that the trip will not be made or by the second day of the trip itinerary, whichever occurs first. The receipt of payment must be submitted via SAP Concur.

Funds returned for trips not taken must be remitted to the Cashier's Window with the Travel Advance Remittance Form and instructions to apply the payment to the account of the person the advance was issued to. A link to a fillable version of the form is available on the University Travel website. The receipt of payment must be submitted via SAP Concur.

## Clearing Travel Advances

Clearance may be obtained by the return of unused funds, the submission of a Travel Expense Report, or both. Once unused funds have been returned and the expense report has been created, Sap Concur will automatically clear the advance from the travelers account.

### **Clearance by the Return of Unused Funds**

Clearance by the return of unused funds will not require the submission of a Travel Expense Report if the trip was cancelled or the traveler did not use any of the advance. Unused funds should be returned by the next business day upon return from the trip. Funds must be remitted at the Cashier's Window with the Travel Advance Remittance Form. Once unused funds have been returned, Sap Concur will automatically clear the advance from the travelers account.

### **Clearance by Travel Expense Report**

A Travel Expense Report and all required documentation, must be submitted in SAP Concur, from an approved request to clear the advance within five business days of the return date. Each advance must be cleared with a separate expense report. Unsupported or disallowed expenses will require reimbursement to the University. Reimbursement should be submitted to the Cashier's Window and a copy of the receipt should be submitted as part of the Travel Expense Report documentation in SAP Concur.

If reimbursement is not remitted by the next applicable payroll date, the amount may be payroll deducted.

The total amount of funds returned, as supported by receipts from the Cashier's Window, plus the amount of approved expenditures, should equal the amount of the advance received. Differences will require an additional remittance of funds by the advance recipient, or reimbursement to the traveler. Note: If the traveler has an outstanding document (see Glossary), a reimbursement will not be issued.

If the amount spent is greater than the amount of the advance, a new Request does not need to be created; reimbursement, if eligible, will be processed from the original encumbrance.

# Appendix

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## Receipt Dos and Don'ts

### Do

- Ensure that all receipts are legible. Receipts that are too light, have missing information, or poor quality that impedes comprehension will be returned and original receipts will be required if an electronic submission was provided. If the original receipts are illegible, you should contact the vendor for a duplicate to prevent forfeiting reimbursement.
- Take pictures of your receipts as soon as you receive them. They can be submitted electronically via the SAP Concur mobile app.
- Ensure that when scanning, all details of the receipt are visible and legible.

### Don't

- Tape any part of the receipts. Over time, tape erases the ink on the receipts.
- Staple, cut or manipulate original receipts in any way. It diminishes their credibility.
- Fold receipts. If the length of the receipt exceeds the length of the page, do not fold, cut, or tape the receipt.



# Glossary

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## Business Purpose

Of, or relating to carrying out the mission and strategic goals of Alabama A&M University, as it relates to a traveler's specific duties and responsibilities

## Cleared

Cleared is a status category used to describe the state of a Travel Expense Report that has been reviewed, reconciled, and closed out. No additional work is needed on a cleared Travel Expense Report.

## Emergency

Serious and unexpected extenuating circumstances involving an illness or unforeseen situation out of the traveler's control that affect the traveler, or those family members detailed in the Bereavement section of the University's Staff and Faculty Handbooks.

## Expense

Used to identify expenses incurred while traveling.

## Extended Travel

Travel that is greater than 2 months but less than 12 months is considered Extended Travel. The respective Vice President has responsibility of overseeing and approving extended travel.

## Home Base

All Alabama A&M University employees have, for work and business travel purposes, a "home base". For most employees, that home base is Alabama A&M University's main campus.

Employees affiliated with the Alabama Cooperative Extension System (ACES) and the North Alabama Center for Educational Excellence (NACEE), whose locations are other than the main campus shall use those locations as their home base respectively.

According to IRS regulations an employee placed on assignment away from their home base that will last more than 1 year (12 months) is considered to have had a change in home base to the new location. If an employee has had such a change in home base, they are not considered to be on travel status and therefore, may not claim reimbursement for per diem, meals, and/or living expenses. An employee whose home base has been changed may instead be reimbursed for relocation/moving expenses on both ends of the assignment as outlined in University policy 3.2, Interview and Relocation Expenses.

## In-state Conference Travel

In accordance with State of Alabama Code 36-7-21:

*"Persons traveling in the service of the state or any of its departments, institutions, boards, bureaus, commissions, councils, committees, or other agencies, outside the State of Alabama or within the State of Alabama for purposes of attending or assisting in hosting a convention, conference, seminar, or other meeting of a state or national organization of which the state or individual is a dues-paying member that is held within the state shall be allowed all of their actual and necessary expenses in addition to the actual expenses for transportation. In-state travel authorized under this section is subject to the same documentation requirements as out-of-state travel."*

## In-state Travel

In-state Travel is defined as travel within the State of Alabama.

## International Travel

Travel outside the United States of America (as defined by the Out-of-state Travel definition) is considered international travel. When crossing the international date line, compute the actual number of days on travel status, not the number of calendar days.

## Notification Date

The date the traveler is notified that their travel advance has been cleared or that there is an adjustment to their travel expense report.

## Not Received

Not Received is a status category of a Travel Expense Report indicating that a report has not been received by the Comptroller's Office. See "Outstanding Document".

## Out-of-state Travel

Out-of-state Travel is defined as travel outside the state of Alabama, but within the United States of America.

States Included in Out-of-state Travel							
State	Abbrev.	State	Abbrev.	State	Abbrev.	State	Abbrev.
Alaska	AK	Indiana	IN	Nebraska	NE	South Carolina	SC
Arizona	AZ	Iowa	IA	Nevada	NV	South Dakota	SD
Arkansas	AR	Kansas	KS	New Hampshire	NH	Tennessee	TN
California	CA	Kentucky	KY	New Jersey	NJ	Texas	TX
Colorado	CO	Louisiana	LA	New Mexico	NM	Utah	UT
Connecticut	CT	Maine	ME	New York	NY	Vermont	VT
District of Columbia	DC	Maryland	MD	North Carolina	NC	Virginia	VA
Delaware	DE	Massachusetts	MA	North Dakota	ND	Washington	WA
Florida	FL	Michigan	MI	Ohio	OH	West Virginia	WV
Georgia	GA	Minnesota	MN	Oklahoma	OK	Wisconsin	WI
Hawaii	HI	Mississippi	MS	Oregon	OR	Wyoming	WY
Idaho	ID	Missouri	MO	Pennsylvania	PA		
Illinois	IL	Montana	MT	Rhode Island	RI		

## Outstanding Document

Outstanding is a status category for Travel Expense Reports in regards to if an employee is eligible to receive a travel advance.

- If a report has not been received by the Comptroller's Office, it is considered outstanding.
- If a staff member is currently reviewing a report and has requested information that has not been received, the report is considered outstanding.
- If a staff member has reviewed a report and has notified the traveler that funds are due and they have not been remitted in lieu of payroll deduction, the report is considered outstanding.

## Pending Review

Pending Review is a status category of a Travel Expense Report indicating that the report has been assigned to an employee and the review process has begun.

## Per Diem

Per Diem is a flat-rate allowance intended to cover costs for meals, incidental expenses, and lodging, where applicable.

## Personal Use

Personal Use is defined as an expense incurred that does not have a valid university business purpose. The expense generally must be applicable to the trip in which the expense occurs.

## Request

Used to request permission to travel on behalf of the university.

## SAP Concur

Travel management system used to request and expense travel.

## Special Accommodations

Anything outside of this policy.

## Student Travel

Individual student travel is defined as a student traveling, generally without the accompaniment of an employee, and the student is individually responsible for their travel.

Group student travel is defined as travel as part of a group (i.e. a department, organization, camp, team, etc.) The employee hosting, sponsoring, or otherwise facilitating the travel may receive an advance and/or have certain expenses prepaid.

## Travel Advance

A travel advance is a sum of money paid to an employee prior to business-related travel to cover reimbursable expenses such as meals, transportation, lodging, and incidentals.

## Request

A Request is used to obtain approval for university business-related travel.

## Travel Expense Report

A Travel Expense Report is a form used to claim expenses to clear a travel advance and/or claim reimbursement for travel expenses.

## Travel Status

Any time an employee leaves their home base to conduct official University business for an actual or intended period of one year or less, they are considered to be on travel status and are eligible to be reimbursed for travel expenses as outlined in this procedure. In no circumstances can travel status be extended when the actual or intended length of stay exceeds one year (12 months).

## Unauthorized Travel

Traveling without an approved Travel Authorization Request (signed prior to the travel start date)

## Valid Receipt

Receipts for the purpose of this policy, are documents that indicate a payment has been made. Valid receipts minimally contain the items in the table below.

Exceptions to the list above may be made on a case by case basis, given the circumstance to be determined by the University Travel department.

Valid Receipt Requirements
All receipts must be itemized
Vendor Name
Vendor Address or store number
Vendor Phone Number
Date of Purchase
Amount of purchase
Method of payment and zero balance
Tip amount (if applicable)
Tax amount (if applicable)
Unique identifying number (receipt number, order number, etc.)

## Travel Advances

When requesting a travel advance, it is required that the request is submitted at least 14 days prior to the date of travel. If the documentation is not received 14 days prior to the date of travel it can lead to a denial or delay in processing. Travel advances are restricted to and may be provided for certain types of eligible travel as outlined below. Employees with a salary of \$35,000 or more are generally not eligible to receive a travel advance on behalf of the university. While the University conducts programming funded by a variety of external funds, there should always be valid business purposes for expenditures, and expenditures should be properly supported (by receipts etc.):

### Eligible Types of Travel

- Student Group Travel
- Team Travel
- Individual Student Travel
- Athletic Recruiting
- Admissions Recruiting

### Eligible Travel Expenses for Advances

Expenses that include but are not limited to:

- Meals – (Should Always follow the GSA rate per the GSA.gov website)
- Lodging
- Fuel (rental vehicle only)
- Parking Fees
- Registration Fees

All expenses must be an allowable approved business purpose associated with the travel assignment, if not it is deemed ineligible for travel approval.

### Travel Advances (Continued)

When traveling as a group the lodging must be paid by the university through the travel department. All expenses must be an allowable approved business purpose associated with the travel assignment. When students are given cash from the travel advance during the group travel there must be a signature sheet that includes the amount that was given for each day. Each student must print, sign, and date the sheet verifying that they did receive the money from the advance. If the meals are being paid for as a group, the amount can't exceed the daily per diem amount for each date of travel (GSA.gov).

When receiving the travel advance third party vendors are eligible to receive payment from the advance only if the expense is an approved allowable business purpose, and there has to be receipts associated with the claim.

If there is a third-party vendor and there is an invoice associated with the vendor there should be a PO or Requisition created prior to the date of travel for payment to be made in advance.

## Eligible Types of Travel (Defined)

The employee assumes all responsibility for the travel advance and all documentation is placed in the employee's name. The employee is responsible for clearance of the advance within 5 days of their return from travel. Outstanding advances for which supporting documentation have not been submitted will be deducted from the responsible employee's payroll.

Student group travel is defined as a group of students of Alabama A&M University that is under the guidance of an Alabama A&M University employee.

Team Travel (Athletics Only) is defined as a group of athletes of Alabama A&M University that are students that is under the guidance of a Head Coach (employee) for a particular sport.

Athletics Recruiting is defined as college coaches add prospective students to their roster each off season.

Admission Recruiting is defined as college admission recruiters seeking potential students that will be a best fit to the university.

## Eligible Travel Expenses for Advances (Defined)

### Meals

Meals can be part of the requested advance amount. The amount calculated has to be based on the GSA rate per GSA.gov. Meals are calculated based on the GSA rate for the city and state traveled. Meals for the first and last day of travel are calculated at 75% of the GSA rate.

### Lodging

Lodging can be part of the requested advance amount for individual student and employee (based on salary) travel.

### Fuel (Rental Vehicle Only)

Fuel can be included in the requested advance amount. Proof of rental agreement and fuel receipt are required for clearance.

## Registration Fees

Registration fee can be included in the requested advance amount. **However, if there is a registration fee that a traveler is requesting the university to pay in advance, this should be sent to the Accounts Payable department to pay in advance prior to the meeting or conference. This should be requested on a requisition.** This means that the Accounts Payable department can pay the registration fee on the traveler's behalf and the amount will not be included in the advance request amount. If the traveler is required to pay the registration fee upon arriving at the meeting or conference, the registration fee can be included in the requested advance amount.

### Accounts Payable Required Documentation:

- Approved Purchase Order
- Event (training or conference) invoice. Invoice must show the following
  - Date of invoice
  - Invoice registration amount. This amount should match the PO number in Banner
  - Vendor Name
  - Virtual Conference or training agenda

### Ineligible Travel Expenses for Advances

#### Personal Items

Personal items are not an allowable expense under the university travel advance policy. Any personal items that are expensed with the university travel advance funds will not be cleared by the university. The funds will reflect as a balance on the travelers account until the funds are returned to the university.

#### Miscellaneous Items

Miscellaneous items mean all goods, documents, instruments, property, and other tangible items not mentioned above. If the expenses are not covered in the areas listed above the expense could possibly be considered a miscellaneous item.

All expenses must be an allowable approved business purpose associated with the travel assignment. Approval must be established in advance.

## Travel Advance Clearance

- a. Once the advance is received the travel advances will be charged to your employee/student account.
- b. Upon the return of your travel the documentation needs to be submitted to the travel department within 5 days of your return.
- b. Any unused funds must be remitted to the cashier with instructions to credit the funds to your account.



- c. Unused funds may not be retained for use for future travel.
- d. Unused funds may not be retained to cover unreimbursed expenses from prior travel.
- e. Travel advances must be cleared within 10 business days after the end of the date of travel.
- f. Travel advances not cleared within 10 business days will be payroll deducted.

# AAMU Travel Procedure 31001

## Section H: Travel Advances

### **H. Travel Advances**

When requesting a travel advance, it is required that the request is submitted at least 14 days prior to the date of travel. If the documentation is not received 14 days prior to the date of travel it can lead to a denial or delay in processing. Travel advances are restricted to and may be provided for certain types of eligible travel as outlined below. Employees with a salary of \$35,000 or more are generally not eligible to receive a travel advance on behalf of the university. While the University conducts programming funded by a variety of external funds, there should always be valid business purposes for expenditures, and expenditures should be properly supported (by receipts etc.):

#### **i. Eligible Types of Travel**

- Student Group Travel
- Team Travel
- Individual Student Travel
- Athletic Recruiting
- Admissions Recruiting

#### **ii. Eligible Travel Expenses for Advances**

- Expenses that include but are not limited to:
- Meals – (Should Always follow the GSA rate per the GSA.gov website)
- Lodging
- Fuel (rental vehicle only)
- Parking Fees
- Registration Fees

All expenses must be an allowable approved business purpose associated with the travel assignment, if not it is deemed ineligible for travel approval.

### **Travel Advances (Continued)**

When traveling as a group the lodging must be paid by the university through the travel department. All expenses must be an allowable approved business purpose associated with the travel assignment. When students are given cash from the travel advance during the group travel there must be a signature sheet that includes the amount that was given for each day. Each student must print, sign, and date the sheet verifying that they did receive the money from the advance. If the meals are being paid for as a group, the amount can't exceed the daily per diem amount for each date of travel (GSA.gov).

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When receiving the travel advance third party vendors are eligible to receive payment from the advance only if the expense is an approved allowable business purpose, and there has to be receipts associated with the claim.

If there is a third-party vendor and there is an invoice associated with the vendor there should be a PO or Requisition created prior to the date of travel for payment to be made in advance.

#### **Eligible Types of Travel (Defined)**

The employee assumes all responsibility for the travel advance and all documentation is placed in the employee's name. The employee is responsible for clearance of the advance within 5 days of their return from travel. Outstanding advances for which supporting documentation have not been submitted will be deducted from the responsible employee's payroll.

Student group travel is defined as a group of students of Alabama A&M University that is under the guidance of an Alabama A&M University employee.

Team Travel (Athletics Only) is defined as a group of athletes of Alabama A&M University that are students that is under the guidance of a Head Coach (employee) for a particular sport.

Athletics Recruiting is defined as college coaches add prospective students to their roster each off season.

Admission Recruiting is defined as college admission recruiters seeking potential students that will be a best fit to the university.

#### **Eligible Travel Expenses for Advances (Defined)**

##### Meals

Meals can be part of the requested advance amount. The amount calculated has to be based on the GSA rate per GSA.gov. Meals are calculated based on the GSA rate for the city and state traveled. Meals for the first and last day of travel are calculated at 75% of the GSA rate.

##### Lodging

Lodging can be part of the requested advance amount for individual student and employee (based on salary) travel.

##### Fuel (Rental Vehicle Only)

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Fuel can be included in the requested advance amount. Proof of rental agreement and fuel receipt are required for clearance.

### Registration Fees

Registration fee can be included in the requested advance amount. However, if there is a registration fee that a traveler is requesting the university to pay in advance, this should be sent to the Travel Department to pay in advance prior to the meeting or conference. This means that the Travel Department can pay the registration fee on the traveler's behalf and the amount will not be included in the advance request amount. If the traveler is required to pay the registration fee upon arriving at the meeting or conference, the registration fee can be included in the requested advance amount.

### Ineligible Travel Expenses for Advances

#### Personal Items

Personal items are not an allowable expense under the university travel advance policy. Any personal items that are expensed with the university travel advance funds will not be cleared by the university. The funds will reflect as a balance on the travelers account until the funds are returned to the university.

#### Miscellaneous Items

Miscellaneous items mean all goods, documents, instruments, property, and other tangible items not mentioned above. If the expenses are not covered in the areas listed above the expense could possibly be considered a miscellaneous item.

All expenses must be an allowable approved business purpose associated with the travel assignment. Approval must be established in advance.

## **iv. Travel Advance Clearance**

- a. Once the advance is received the travel advances will be charged to your employee/student account.
- b. Upon the return of your travel the documentation needs to be submitted to the travel department within 5 days of your return.
- b. Any unused funds must be remitted to the cashier with instructions to credit the funds to your account. (Should have the encumbrance number for clearance).

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- c. Unused funds may not be retained for use for future travel.
- d. Unused funds may not be retained to cover unreimbursed expenses from prior travel.
- e. Travel advances must be cleared within 5 business days after the end of the date of travel.
- f. Travel advances not cleared within 5 business days will be payroll deducted.