

PRE-TRAVEL APPROVAL

When employees are required to travel, approval must be obtained prior to the occurrence of the official travel. The Pre-Travel Authorization Form (*Appendix J*) should be submitted through established administrative channels for approval. A copy of the approval will be returned to the person making the request. Upon return, travel reimbursement forms must be completed within 15 days accompanied by the original Pre-Travel Authorization Form. All out-of-state travel reimbursement requires the attachment of itemized original receipts; credit card statements will not be accepted. This copy must be attached to the Statement of Official Travel Reimbursement Form (*In-State Appendix K; Out-of-State Appendix L*) in order for the employee to receive payment for the official travel.

IN-STATE TRAVEL

The following rules and regulations govern in-state travel:

1. Per diem allowance of \$75.00 per day for in-state travel is used in lieu of subsistence. No travel allowance shall be paid for a trip of less than six hours duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of \$11.25 for a trip of from six to twelve hours duration, and the traveler shall be paid \$30.00 if the trip exceeds 12 hours duration but does not involve an overnight stay. For travel requiring an overnight stay, the traveler shall be paid \$75.00 per day for each full day or fraction thereof for the duration of the trip. The employee must enter the hour of departure from base and hour of return to base on the reimbursement form.
2. Where, for travelers' personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical route.
3. Under no circumstance will per diem be allowed for an employee at his official station or base. The base includes the city limits in which the base is located.
4. For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. Otherwise, odometer readings should be recorded at the beginning and ending of the trip. If travel involves more than one city, the route taken should be indicated and the mileage between each destination should be indicated, (ex: Montgomery - Tuscaloosa - Birmingham - Montgomery). All vicinity mileage should be recorded as such, and major points of travel should be listed. Reimbursement at the current state-mandated rate per mile will be made to employees traveling by private car at state expense.
5. Employees must complete a Statement of Official In-State Travel in order to receive reimbursement (*Appendix K*).

OUT-OF-STATE TRAVEL

Out-of-state travel must be approved by the employee's appropriate administrator and the President through the completion of the Pre-Travel Authorization Form (*Appendix J*).

Out-of-State Travel Reimbursement Forms (*Appendix L*) are paid as soon as the trip is completed and all criteria have been met. To request reimbursement of out-of-state travel expenses, the following must be sent to the Accounts Payable Office: (1) the approved Request for Out-of-State Travel, (2) completed Out-of-State Travel Reimbursement Form with appropriate signatures, and (3) original itemized receipts for allowable expenses. Credit card statements alone are not sufficient for reimbursement and will not be accepted.

To be reimbursed for transportation expenses, miles driven to and from destination must be recorded. All vicinity mileage should be recorded as such, and if it exceeds more than twenty miles on any day, major points of travel covered must be indicated. Reimbursement at the current state-mandated rate per mile is paid to employees traveling by private car at state expense. In the case of the traveler driving a great distance, if the current airfare is cheaper than the amount of mileage requested, the current airfare rate is paid. If airfare is reimbursed, a receipt is required to be attached.

To be reimbursed for meals, itemized receipts for meals are required. Meal receipts must include:

1. Name and location of restaurant
2. Number of people served
3. Date and amount of meal
4. Actual items purchased (credit card receipt will not be accepted)

State of Alabama policies allow for reimbursement of only the person in travel status. Money spent for alcoholic beverages is not reimbursed. Tips are reimbursed when added with the price of the meal. Tax is reimbursed.

Room fees and taxes associated with the fee are reimbursed. An original, itemized receipt of paid expenses is required. Movies charged to the room are not reimbursed. Postage, telephone, telegraph, and e-mail expenses are reimbursed only if business-related. Phone calls made to home are not reimbursed. Miscellaneous items for reimbursement may include car rental, parking fees, taxi fares, and registration fees. Receipts are required for those items. Baggage handling or portage fees should be itemized on the appropriate date in the miscellaneous section of the claim for reimbursement.

An employee's registration fee can be paid by one of the following methods: (1) the vendor can accept a purchase order and be paid after the meeting is held; (2) the traveler can pay the registration fee and be reimbursed by the use of the out-of-state travel reimbursement form; or (3) the College may issue a check for the traveler to carry to the vendor, provided the President approves pre-payment.

Prepayment of travel expenses is defined as payments made directly to the vendor on

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behalf of an employee. Out-of-state travel expenses that may be prepaid by the College are airfare and registration fees. The following guidelines apply:

1. Prepayment is not to be made directly to the traveler.
2. No prepayment of expenses will be made from one fiscal year's funds if the trip is to be made in a different fiscal year. Payment must be processed in the fiscal year the trip occurs.
3. In the event the trip is not made due to personal, professional, or business reasons, any prepayment of travel expenses made on behalf of an employee should be reimbursed to the College.