**UAB Radiation Oncology Travel and Reimbursement Tips**

*For Physics*

**Before Your Meeting:**

* **No Pre-Trip Reimbursements:** UAB no longer reimburses travel costs (like registration and transportation) before your trip. For these expenses, use Joey Slatsky’s UAB credit card. Note: Meeting abstract fees can be reimbursed immediately.

**Meals:**

* **Receipts for Meals Over $25:** Must be itemized. If you can’t get one, provide a written explanation.
* **Legible Receipts:** All receipts must be clear and printable. HSF requires paper format receipts. If multiple persons are on the meal ticket, you must clearly identify what is being claimed by you.
	+ While photos are accepted, it is strongly encouraged that you keep your paper copies and submit them as poorly lit areas etc. can cause issues with being able to determine amounts claimed.
* **Traveler’s Meals Only:** Submit receipts only for the traveler being reimbursed.
* **No Snacks:** Snacks are not reimbursable.
* **Separate Abstract Fees:** Submit abstract or poster fees separately from travel expenses.
* **Hotel Meal Charges:** Meals on the hotel bill should be classified as meals, not lodging, and must be itemized if over $25.
* **Include Event Agenda:** Providing the event agenda/program can reduce delays.
* **Non-Reimbursable Items:** Over-the-counter medicine, water, and snacks are not reimbursable.

**Travel:**

* **Travel Preapproval Form:** Required for UAB (Oracle) reimbursed travel but not for HSF reimbursed travel. Route forms through Joey.
	+ John Sides can be listed as a supervisor, he has authorization to sign these.

**P-Card / Flight and Travel Booking:**

* **Airfare Booking:** Use Joey’s UAB P-Card (ending in 5389) for grant-related travel and ADTRAV for booking. For other travel, use any travel search engine.
* **Access ADTRAV RezDesk:** Go to [UAB Travel](https://www.uab.edu/financialaffairs/traveling), click on the UAB Travel button, and log in to ADTRAV RezDesk.
* **Profile Update:** Update your profile in RezDesk with UAB P-Card details.
* **Special Consideration:** ADTRAV must be used if you want costs paid beforehand. If you want to book flights on your own credit card (to get points for example) you do not need to use this service. However, you will not be reimbursed until after you return from travel.
* **Restrictions:** UAB will only pay for economy flights, nor will any additional seat charges such as “Delta Comfort” be covered. If you desire to upgrade, you will need to pay the difference. Reimbursement requests will require the pricing of economy flight and any additions.

**Training Videos:**

* View/Update Profile in RezDesk (4:05)
* Booking Travel (7:59)
* Adding a Travel Arranger in RezDesk (2:59)

**Reimbursement Guidelines:**

* **Costs Reflect Solo Travel:** All costs should reflect what they would be if the employee is traveling alone.
* **Single Occupancy Room:** Justify if not using a standard single room.
* **Itemized Lodging Receipts:** Show cost per day.
* **Detailed Receipts:** Provide the most detailed receipt available.
* **Airfare vs. Mileage:** Reimburse the lesser of airfare or mileage if driving.
* **Rent-a-Car:** Only if necessary for the trip (e.g., multiple site visits).
* **Submit Receipts:** Turn in to your Administrative Associate within 30 days of returning. To avoid issues or delays, make every effort to ensure notes are clear and legible.

**UAB Specifics:**

* **No Alcohol:** Alcohol expenses are not reimbursed.
* **Meal Limits:** $25 for breakfast, $50 for lunch, and $75 for dinner. (tips can be expensed but must be reasonable and not exceed 20%)
* **Meeting Agenda Required:** UAB checks if meals are provided at the meeting and won’t reimburse meals provided as part of the registration fee.

**ADTRAV Contacts:**

* **Cindy Debons:** 205-444-1133 Ext. 3403, cindi.debons@adtrav.com
* **Agent Assistance:** uabtravel@adtrav.com
* **Technical Assistance:** RezSupport@adtrav.com