**General Travel Reimbursement Guidelines**

**Allowable prepaid cost before your meeting:**

* **Airfare:**  Airfare can be purchased in advance by appropriate HSF credit card or if traveling on an UAB account, the appropriate UAB P-Card via AdvTravel.
* **Registration:**  Registration can be paid directly to the organization hosting meeting using HSF or UAB P-Card.
  + Note:  Both airfare and registration can be procured by traveler, however, the cost will not be reimbursed unite after the related travel takes place.
* **Posters and abstracts:**  Are not considered part of your travel cost, therefore they can be reimbursement either before or after your travel.

**All other travel related costs will be reimbursed after a trip**:

**Other Employee Reimbursement Guidelines to remember:**

* **All cost should reflect what cost would be if employee traveling alone only for purpose of the meeting.**
* Most detailed receipt available for all cost seeking reimbursement.
* **Lodging:** Single occupancy standard room, anything else will need justification.
  + Sharing a hotel room with family is permissible, but reimbursement will be limited to single occupancy event rate.  Please provide single occupancy rate for difference calculation, if something other than a single occupancy room rate is used.
  + Itemize lodging receipt showing each day stay’s cost.
* **Transportation:**  Airfare limited to economy class
  + Lessor of Airfare or mileage will be reimbursed if driving personal car.
  + If seeking to substitute some form of transportation for airfare, please obtain a comparable airfare rate at least 6 to 7 weeks in advance of travel date.
* **Rent-a-car:**  Should be avoided unless the rent-a-car is necessary as part of the trip.  An example of a necessity is making multiple site visits during a multi-day trip or location of event is far from nearest airport.
  + Limited to economical vehicle unless multiple UAB Medicine employee traveling together necessitate a larger vehicle.  Employees traveling while performing UAB Medicine business are covered by UAB Medicine’s insurance.  Additional insurance or other add-ons purchased for rental will **not** be reimbursed.  Please check each situation with RON Finance before obtaining a rent-a-car.
* **Meals:**  Limited to 3 meals per day.  **Snacks and OTC medicine are not reimbursable.**
  + **Need both** 1) Itemized meal receipt & 2) Total meal receipt including tip.
* **Timing:**  Turn receipts into your Administrative Associate within **30 days** of returning from trip.

**Expect 3 weeks to process your reimbursement and receive payment.**

**Point of emphasis from HSF Accounting:**

* **Itemized meal receipts**:  HSF will not reimburse meals without an itemized receipt.  Please keep both the itemized and the total receipts.  If the restaurant will not provide an itemized receipt, please include a brief note summarizing that the restaurant was non-compliance with your request for an itemized receipt, as well as, some sort of verification that you are only seeking reimbursement for your meal.
* **Hotel and meal costs more than one day before or after the listed days of the conference**:

If applicable, please explain any business reason why you are requesting reimbursement for lodging, meals or other cost incurred more than 1 day prior or after the conference dates.  Some examples of such reason would be difficulty obtaining transportation or collaborator meetings outside of the official conference days.

**UAB Differences**

* Alcohol beverages not allowed
* Meals limited to ($25) breakfast, ($50) lunch & ($75) dinner
  + UAB has interpreted timing of 3PM lunch as a snack – [receipts timed 11AM, 3PM and 8PM (breakfast, lunch, and dinner) might be recognized as (lunch, snack, and dinner)] – resulting in the 3PM expense not being reimbursed.
* Meeting Agenda required.  UAB will check if meal provided at meeting and will not reimburse a meal if one was offered as part of the registration fee.
* Must have travel pre-approval form completed before any travel related cost is procured (even if on department P-Card)