



In-State Travel Reimbursement

General Information

This document serves as a guide for employees traveling in-state. Please direct any questions regarding these guidelines to your department contact.

Allowable Reimbursement

In-State

Travelers on official University business are expected to keep lodging expenses to a minimum 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 and avoid luxury hotels and motels.

Same Day Travel Reimbursement

When an overnight stay is not included, the reimbursement rate for meals is:

- \$12.75 for trips of 6-12 hours
- \$34 for trips over 12 hours

Use account code 70285 for same day travel. If you elect to claim less than the established per diem rates, please note that on your voucher.

In-state Travel Reimbursement

Overnight Travelers on official University business traveling within the state of Alabama may be provided:

- A. Uniform per diem (\$85 per day for travel that requires one overnight stay and \$100 per day for travel that requires a stay of two or more nights; includes lodging, meals, and tips with no receipts required), **or**
- B. Reimbursement for actual and necessary out-of-pocket expenses for meals, tips, lodging, and transportation. Travel in a personal vehicle will be reimbursed at the current federal mileage rate (see section 3.2.1 of the Travel Policy)
 - a. For reimbursement of **actual** expenses for in-state travel, proper documentation, including receipts for all expenses, is required.
 - b. Tips reimbursed with University funds should not exceed 20%. If a traveler desires to tip in excess of 20%, the excess would be at the expense of the traveler.

A traveler may **not** claim both per diem and reimbursement of actual expenses for a single trip. A traveler may only claim their own meal expenses.

Use account code 70265 for in-state travel.