

In-State Travel Reimbursement

General Information

Requests for Authority to Travel (RATs) are required by Financial Services.

Allowable to Charge on Purchasing Card:

- Conference Registration
- Rental car; must use vendor Enterprise/National Car Rental
- Gasoline for rental or fleet vehicles only; receipt must be itemized listing number of gallons and price per gallon (prepaid receipts are unallowable)

All other costs associated with in-state travel must be paid for by the traveler and reimbursed upon return. Generally, travel will not be reimbursed for earlier than one day before or after the meeting or conference.

Required Reimbursement Documents

1. eTravel Voucher
2. Agenda and/or Itinerary for event
3. MapQuest for mileage

Mileage

- Includes fuel, tolls, and other costs associated with driving personal vehicle
- Use MapQuest to calculate mileage
- Based on the **shortest** distance between AUM or the employee's official work base and the destination

Unallowable Expenditures

- Insurance
- Overnight trips under 100 miles one-way (must have Department Head approval)

Per Diem

- Offsets costs related to lodging, meals, and tips
- **\$85/day** for overnight travel including day of departure AND day of return. (For example, if your travel requires you to leave Monday and return Tuesday, your reimbursement would be \$170)
- **\$100/day** for travel of two or more nights (for all days including departure and return) (For example, if your travel requires you to leave Monday and return Wednesday, your reimbursement would be \$300)
- Same day travel rates: 6-12 hours **\$12.75** or over 12 hours **\$34.00**
- If you claim less than the per diem, please notate on separate page within travel packet
- Under normal circumstances we do **NOT** allow overnight in-state travel for distances **less than 100** miles from AUM. If an overnight stay is necessary for **less than 100** miles, a business purpose statement is required with the Travel Voucher detailing why the overnight stay was necessary.

For a timely reimbursement, we recommend having the approved etravel voucher submitted to Financial Services no later than 30 days post travel.

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