



# Out-of-State Travel Reimbursement

## General Information

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

University employees should obtain authorization from their supervisor before scheduling a business trip. Additionally, travel connected to a contract and grant must be authorized by the funding agency. For contract and grant related travel, reimbursement is made at whichever is lower, the University rate or the rate set by the funding agency.

A "Request for Authority to Travel" is not a University-wide requirement for domestic travel. However, the Business Office does recommend that individual units use the form to aid in monitoring and documenting departmental travel.

Auburn does not provide advances for individual travel. With the exception of those travel related expenses that can be charged to the AU Purchasing Card as listed in the FAQ's, travelers should pay all costs of the trip and seek reimbursement after the travel has been completed.

## Allowable Reimbursement

**Meals and Incidental Expenses (M&IE):** Overnight travel within the continental United States ("CONUS") outside of the state of Alabama will be reimbursed using a daily per diem for meals and incidental expenses (M&IE) based on the travel destination. M&IE reimbursed amounts will correspond with the U.S. General Services Administration (GSA) established rate for the travel destination (GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>). Per diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. A traveler will not be required to submit receipts when being reimbursed at GSA rates, nor will they be able to claim any extra expenses for those items intended to be covered by the M&IE rate.

- Taxes and gratuity (tips) are included in the M&IE rate. A gratuity of 15%-20% is the generally suggested amount. Incidental Expenses are described as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships (Federal Travel Regulation Chapter 300, Part 300-3)
- On the first and last travel day, travelers are entitled to per diem for M&IE at a rate of seventy-five percent (75%) of the total rate for the travel destination.
- The GSA provides separate amounts for breakfast, lunch, dinner, and incidentals for the daily per diem. If a traveler's trip includes meals that are already paid for by the University or by a third party (such as through a registration fee for a conference), the traveler should use the GSA meal amounts to deduct those meals from the per diem reimbursement request.
- Meals while on travel status are not allowed on the PCard.

**Travel Related Expenses (other than meals and incidental expenses):** Overnight travel within the continental United States ("CONUS") will be reimbursed at actual amounts. Lodging is reimbursed at the actual single room rate, and itemized receipts are required. Other expenses include: Phone calls, internet access, and fax expenses with applicable business purpose, parking, luggage storage, conference registration fees, taxi or ridesharing services, and vehicle rentals and associated gasoline purchases made through AU's preferred vendor (The University Purchasing Card is the preferred payment method for these expenses).

***Use account code 70270 for out-of-state travel. If you elect to claim less than the established GSA rates, please note that on your reimbursement request or complete the Less Per Diem Form.***