

# QUICK TIPS FOR TRAVEL



Please review and follow the travel guidelines listed below to ensure the appropriate procedures are followed when beginning the payment/reimbursement process.

## Prior to Traveling

- Authorization for travel must be obtained from the head of your department and the VP of your division.
- Submit authorization to the travel office a minimum of 7 days prior.

## After Travel

- Submit a travel reimbursement form to the travel office within 60 days upon completion of trip.
- Proof of payment should be submitted for any hotels, registrations, flights, parking and/or taxi fees. If no receipt can be provided, submit a Lost Receipt Report.
- To claim per diem, agendas/schedules-at-a-glance should be included with reimbursement request.
- To claim mileage, google maps should be included with reimbursement request.

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Please find further details regarding the above-mentioned requirements listed in the detail below:

- **Authorizations** – In state blanket authorizations must be submitted at the beginning of each fiscal year and are for those persons who travel as an essential part of their job.
- **Travel Reimbursement** - Any travel request greater than \$2,500.00 may be reviewed by the president.
- **Per Diem Allowance & Meals Provided with Public Funds** – Current allowance depends on the length of the trip:
  - \*For travel requiring one overnight stay the traveler will be paid based on the first day rate of per diem, less any meals that were provided.
  - \*For travel requiring stays of two or more nights, the traveler will be paid based on the per diem.
  - \*No travel allowance will be paid for a trip of less than six hours' duration.
  - \*For travel with a duration of six to twelve hours, the traveler is entitled to be paid the meal allowance.
  - \*For more than twelve hours' travel, the traveler is entitled to be paid the first day rate.
- **Mileage** – Persons traveling on official business for the state or university in privately owned vehicles shall receive the current IRS rate. Mileage allowance is from employee's work base to destination and return or for miles traveled from primary residence to destination and return, *whichever is less*. Mileage should be reported in whole miles.
- **Mileage In-Lieu of Airfare Worksheet** – Before traveling, this worksheet must be completed when traveling out of state in your personal vehicle. It should be submitted with your Travel Authorization.
- **Travel RFP** – Before traveling, a travel request for payment is used when you wish to be reimbursed for expenses you have already incurred, such as transportation and registration.
- **Lost Receipt Report** – After traveling, the lost receipt report may be completed to replace any required documentation that may have been misplaced.
- **Transportation** – Tips related to transportation (UBER, shuttle, Taxi, Lyft) are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

In accordance with University policy (03:040), please turn in your completed travel reimbursement form, along with necessary documentation and signatures and make sure it is received by the Travel Office within **60 days** after the trip; otherwise, reimbursement is treated as income and processed through Payroll.

If you have any questions, please email [travel@montevallo.edu](mailto:travel@montevallo.edu) or call Jennifer Gowin at 665-6012