



UNIVERSITY of NORTH ALABAMA
CLAIM FOR EXPENSES FOR TRAVEL
WITHIN THE STATE OF ALABAMA

BUSINESS OFFICE USE ONLY

Issue 1099 ___Y ___N

This form is to be used to claim reimbursement for transportation expenses and to claim per diem in lieu of subsistence expenses while traveling within the State of Alabama.

Name _____ Title _____

Address _____ For Period _____ To _____

Expenses in connection with (Explain necessity of expenses) _____

S U B S I S T E N C E

Date	Points of Travel		Departure		Return to Base		Number Units	Amount
	From	To	a.m.	p.m.	a.m.	p.m.		
								\$
Total Per Diem								\$

PRIVATE CAR MILEAGE OR COMMERCIAL FARES

Date	Points of Travel		Method of Travel	Private Car Miles	Amount
	From	To			
Total Transportation Expenses					\$

MISCELLANEOUS EXPENSES (List Each and Attach Receipts)

Date		Amount
Total Miscellaneous Expenses		\$

RECAPITULATION OF EXPENSES: Amount

Subsistence	\$
Transportation	
Miscellaneous	
Total Expenses	\$
Approved for Reimbursement	\$

I HEREBY CERTIFY that the travel and expense indicated hereon was accomplished in the performance of official duties pursuant to travel authority granted me.

Traveler's Signature _____

SS # _____ Account # _____

Cost Center Head Approval _____

Dean Approval _____

Comptroller Approval _____

University of North Alabama

IN STATE TRAVEL MAXIMUM ALLOWABLE

The maximum amount allowable to a person traveling inside the State of Alabama in the service of the State or any of its departments, institutions, boards, bureaus, commissions, councils, committees, or other like agencies, for all expenses other than transportation, shall be not more than seventy-five dollars (\$75.00) per day, and such maximum or limit when fixed from time to time shall be uniform in operations as to all persons traveling within the State on official business.

DEFINITION OF A DAY

For Travel Which Does Not Require An Overnight Stay

No per diem allowance shall be paid for a trip of less than six hours' duration. The traveler shall be paid a meal allowance of eleven dollars and twenty-five cents (\$11.25) for a trip of from six to twelve hours' duration and for travel in excess of twelve hours' duration the traveler shall be paid one such meal allowance and one-fourth of the per diem allowance (\$30.00).

For Travel Which Does Require An Overnight Stay

The traveler shall be paid up to seventy-five dollars (\$75.00) for each full day or fraction thereof, which means that the unit rule does not apply for overnight travel. (Note: The fact that a person does stay overnight for the personal convenience or pleasure of the traveler does not constitute a required overnight stay). Attach motel receipt if available.

NO ALLOWANCE AT BASE OR OFFICIAL STATION

Under no circumstances will per diem in lieu of subsistence be allowed an employee at his official station or base.

TIME OF ARRIVAL AND DEPARTURE

The time of departure from base, and the time of arrival back at base will be considered as the hour at which the automobile, train, bus, or other conveyance used by the traveler, actually leaves or arrives at its regular terminal. Attach receipt for commercial fares.

INDIRECT ROUTE OR INTERRUPTED TRAVEL

Where, for traveler's personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical usually traveled route.

MILEAGE BASIS

Mileage in lieu of actual expense of transportation regardless of subsistence status and hours of travel, may be allowed an employee traveling in a privately owned vehicle at the rate of **thirty-six cents (\$.36) per mile**, provided such mode of travel has been previously authorized by the University. Approval and payment of the expense account will be held to indicate previous authority.