



Travel Policy 1700-0906

The University has adopted [State Board Policy 316.01](#) which establishes guidelines for travel. All travel procedure will adhere to the Alabama Department of Postsecondary Education Rules and Regulations. The Chancellor is authorized to prepare rules and regulations governing all travel for Athens State University. These rules and regulations are in keeping with the rules and regulations governing travel by the Alabama Department of Postsecondary Education and in keeping with the general instruction of the State of Alabama Manual of Instruction, Fiscal Procedures of 1963 or revised.

A. Transportation

Athens State University has vehicles available in the motor pool for official travel essential to the operation of the institution. Leasing of automobiles is prohibited. The use of rental cars for out-of-state trips must be justified and approved prior to the travel.

Drivers of all owned, hired, or borrowed vehicles used in the everyday operation of Athens State University on official school business approved by the President, but not in regularly scheduled transportation of students to and from school, must have a valid Alabama driver's license. **If a vehicle is reserved for this purpose, a copy of the license must be on file in the Business Office.**

The accident and arrest record of such drivers, which is on file at the State Department of Public Safety, is subject to review and approval by the President or designee. Disapproval by the President of such driver experience records shall constitute adequate grounds for transfer to non-driving duty or dismissal.

B. Scheduling of Vehicles

Faculty and staff members may schedule the use of institutional vehicles for authorized and approved institutional business by calling the Executive Assistant to the Vice-President of Financial Affairs. Keys to all vehicles and reservation sheets are located in the office of the Executive Assistant. The motor pool is located in the parking lot on the west side of the ASU Security Office.

Under certain circumstances, higher priority institutional needs may cause use of a vehicle to be delayed or canceled. When considering priority of usage, favorable consideration will be given to those individuals traveling the greatest distance. Two working days notice must be given to the Executive Assistant to the Vice-President of Financial Affairs before one person may override vehicle reservations.

At the time a trip is scheduled and again just before the vehicle is obtained, the Business Office will assist the person making the request in determining whether other persons could share in transportation to a common destination.

The person using the vehicle is responsible for the return of the vehicle in good condition, (remove cups, newspapers, empty ashtrays, etc.). All vehicle maintenance issues and malfunctions should be reported to the Executive Assistant or the Maintenance Department immediately. Vehicles should be promptly returned to the motor pool parking lot. Keys, gas receipts and gas cards must be returned in the envelope provided to one of the following locations: the Security Office, the Business Office, the Business Office drop box or in the Executive Assistant's office.

C. Credit Cards

The institution maintains a number of credit cards from various gasoline companies for use by faculty and staff on institutional business, and these cards are available at the Business Office. Request for changes and/or additional cards should be made to the Business Office. Lost or stolen cards must be reported immediately to the Executive Assistant to the Vice-President of Financial Affairs. Individuals are responsible for misuse of University owned credit cards. **Gasoline cards are to be used for the purchase of gasoline only for state owned vehicles.**

D. In-State Travel

All in-state travel must be approved by the President prior to the date of travel. In-state travel approval forms are available on the campus drive or in the Business Office.

Travel expense statements should be submitted promptly for budgetary reasons. Employees traveling on state-funded programs must properly report and submit statements on or before September 30. Employees traveling on federal-funded programs must properly report and submit statements on or before the end of the particular program's fiscal year. In-state travel reimbursement claim forms are available on the campus drive or in the Business Office. See sample form *attached*.

The Business Office can provide information on all set travel allowances. The following rules and regulations govern in-state travel:

- Per diem allowance for instate travel is used in lieu of subsistence. No travel allowance shall be paid for a trip of less than six hour duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance for a trip of from 6 to 12 hours duration; and an allowance for more than 12 hours but not overnight. Pursuant to Memorandum 2007-FIS-215 dated December 7, 2007, partial day per diem payments are considered income and are subject to federal, state, FICA and Medicare taxes.
- For travel requiring an overnight stay, the traveler shall be paid a per diem allowance for each full day or fraction thereof for the duration of the trip.
- Reimbursement at a set rate per mile will be made to employees traveling by private car at state expense. Such travel must exceed ten (10) miles. This rate is established by the State Board of Education and follows amounts allowable under Federal law.
- When, for traveler's personal convenience or through the taking of leave, there is an 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.

- Under no circumstances will per diem be allowed for an employee at the official station or base.
- For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map; otherwise, check the odometer readings at the beginning and ending of the trip. If travel involves more than one city, indicate route taken, for example, Montgomery – Tuscaloosa – Birmingham. Record all vicinity mileage as such and, if it exceeds twenty miles on any day, indicate major points of travel covered.
- When the payment of cash is necessary for miscellaneous expenditures on expense accounts, receipts, where practicable to obtain, will be required as follows:
 - Operating expenses of state-owned automobiles, such as gasoline, oil, etc.
 - Repairs or expenses of state-owned automobiles. Receipts must be itemized.
 - Postage in excess of a set dollar limit.
 - Shipments, freight or express.
 - Stenographic or typewriting services, in excess of a set dollar limit.
 - Tolls for tunnels and bridges.
 - Telegrams, cablegrams: copy of message required in lieu of receipt.
 - Telephone messages or long distance, where the amount involved is in excess of a set dollar limit except that where a pay station is used at an automatic station and is so stated in expense account; a receipt will be required.
 - Miscellaneous emergency expenditures.
 - Railroad and other transportation fares showing tax has been reduced.
 - Registration fees.
- Receipts will not be required for meals and lodgings; however, it would be wise to keep lodging receipts in your personal files; or if you desire, they may be attached to your travel claim.
- Tips will not be reimbursed unless unusual in nature and explained.
- Receipts will not be required when the disclosure of the identity of the traveler would be detrimental to the State's interest.
- Storing privately owned vehicles is a reimbursable item of expense when the traveler is on official business for the State. Receipts, when practicable to obtain, are required.

E. Out-of-State Travel

The State of Alabama Department of Finance Fiscal Policy and Procedures Manual states that Out-of-State travel must be authorized by the President of the institution. All out-of-state travel must be reported to the Chancellor prior to the actual travel. Each employee is responsible for reporting out-of-state travel to the Chancellor. Out-of-state travel approval forms are available on the campus drive or in the Business Office. See sample form *attached*.

Upon receiving approval from the President for out-of-state travel, a copy of the approval form should be retained by the traveler and submitted with their travel reimbursement form upon completion of the travel. The original approved copy should be forwarded to the Executive Assistant to the Vice-President of Financial Affairs.

Travel reimbursement claims should be submitted upon completion of the travel in a timely manner for budgetary purposes so that expenditures are recorded in the same year that they are budgeted. The out-of-state reimbursement claim form is available on the campus drive or in the Business Office.

Institutional travel outside the State of Alabama is reimbursed differently than in-state travel.

- Actual costs for commercial transportation and hotel accommodations are reimbursed in total and receipts should be attached. Lodging costs are reimbursed at single rate only and reimbursement for internet access is not allowed.
- Meals are reimbursed in one of two ways and travelers must determine which method of reimbursement for meals that they are going to use, actual or per diem. Using both on the same travel form is not allowed.
 - Actual costs for meals may be reimbursed if total of daily meals exceed \$39.00; however, the traveler **must** provide an itemized receipt that indicates what was purchased, date, name and location of the restaurant, and the number of persons served. Meals are to be necessary and reasonable for the location and individuals will not be reimbursed for alcoholic beverages.
 - The traveler may submit meal expenses of up to \$39.00 per day without receipts using the \$13.00 per meal daily per diem. If meals are provided to the employee, the \$39.00 per diem allowance is reduced by \$13.00 for each meal provided. Breakfast will only be allowed if travel begins at 6:00 a.m. or before, and a dinner meal will be allowed if the traveler returns to base after 6:00 p.m.
- Mileage will be paid for travelers that use their personal vehicle, when a State vehicle is not available.
- Reimbursement at the set rate approved by the Board of Education and set by Federal law will be made for employees traveling by private car for state purposes. This includes travel from base to airport.
- Receipts are required on out-of-state travel for the following:
 - Motel/hotel lodging
 - Registration fees
 - Meals that exceed \$39.00 per day
 - Operating expenses, such as gasoline or emergency repairs
 - Copy services, etc.
 - Parking fees, taxi fees, and miscellaneous expenses.
- A copy of the out-of-state travel approval **must be attached to the reimbursement packet to ensure prompt reimbursement.**

Under [State Board Policy 316.01](#), out-of-state travel for professional development activities for groups of three or more from a single institution or ten or more persons from various institutions must be approved by the State Board of Education.