JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: IV:06          DATE: May 1, 1987


SUBJECT: Travel

APPROVED: William A. Meehan, President

PURPOSE

The purpose of this policy is to delineate the procedures to be followed to seek reimbursement for travel expenses incurred during official business.

POLICY

1. Jacksonville State University reimburses individuals for travel expenses incurred during official business as authorized by Code of Alabama, 1975, S 36-7-20, S 36-7-21, S 36-7-22.

   A. Reimbursement for out-of-state travel when on official business for the University shall be approved by the President, or any direct report to the President.

   B. The institution follows IRS regulations to reimburse for the use of privately owned vehicles; the rate changes from time-to-time and is currently fifty-six and one-half cents ($0.565) per mile. Travel reimbursement will be from the official travel base or the point of departure whichever is closer to the travel destination. When multiple destinations are involved during the same trip, each destination must be identified and the mileage from point-to-point clearly documented. For audit purposes, the address of each destination is required.

   C. When a JSU trip includes both in-state and out-of-state travel, the trip should be reported on the out-of-state travel form with actual expenditures claimed.

   D. The requestor must complete the Travel Reimbursement Request Form and have it approved by the budget manager and the traveler’s immediate supervisor. The encumbrance number, and dollar amount requested shall be entered (TRVL), and the form sent to the Office of Internal Audit.

2. IN-STATE TRAVEL

   A. The Request for In-State Travel Reimbursement (Form #23) must be completed, signed/certified by the individual requesting reimbursement, and

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approved by the Budget Manager, by the immediate supervisor of the individual requesting reimbursement, and others as outlined by JSU Policy No. IV:03:02, entered in the automated system (FGAENCB) and forwarded to the Office of Internal Audit.

B. Receipts are not required for the per diem allowance. The date and time of departure and arrival is required for all trips. The breakdown for reimbursement of per diem is as follows:

a. For less than six (6) hours duration: Mileage only.

b. Over six (6) hours and up to twelve (12) hours: $11.25 meal allowance and mileage.

c. Over twelve (12) hours but less than overnight: Mileage plus $30.00 meal allowance.

d. Overnight: $75.00 per day or portion of day plus mileage.

C. Receipts are required for registration/conference fees. Receipts are also required for other items over $25. A conference itinerary copy is required for registration fees. The itinerary should include the dates of the conference and information regarding meals provided by the conference.

3. OUT-OF-STATE TRAVEL

A. The Out-of-State Travel Authorization Request (Form #24) must be approved by the President, or any direct report to the President prior to travel.

B. The Out-of State Travel Reimbursement Form (Form #24) must be completed/certified by the individual requesting reimbursement, approved by the Budget Manager and others as outlined in JSU Policy No. IV:03:02, entered in the automated system (FGAENCB), and forwarded to the Office of Internal Audit.

C. Receipts are required for the following: Hotel (itemized receipt), air fare, car rental (agency receipt), and registration/conference fees. Receipts are also required for other items over $25. A conference itinerary copy is required for registration fees. The itinerary should include the dates of the conference and information regarding meals provided by the conference. Meal expenses are to be claimed at the actual amount paid (including tips) and are limited to a maximum of $40 per day. Detailed receipts are required for reimbursement; credit card receipts are not adequate documentation. Each meal must be listed at actual cost including tip and certified as correct by signing the travel form. Meals for persons other than the individual on travel status should be submitted in accordance with Policy IV:03:05 Meals/Refreshments. The cost of alcoholic beverages will not be reimbursed.
D. Baggage handling is calculated on the basis of what is considered a reasonable charge. Receipts are not required unless the expenditure exceeds $25.

E. Taxi/limousine service allowance is for actual expenditure. Receipt is not required unless the expenditure exceeds $25.

F. Telephone calls must be for official business. Calling home is not considered official business.

4. OUT-OF-STATE PREPAYMENT OF CERTAIN TRAVEL EXPENSES

A recent amendment to the Code of Alabama permits institutions of higher education to prepay registration and airfare for persons traveling in the service of the University.

In addition to the prepayment of registration and airfare, the University will allow for the prepayment of hotel/motel accommodations and meals for employees in connection with student/athletic group travel out of state.

Pre-payment should not be made prior to out-of-state travel approval.

5. PETTY CASH FOR STUDENT TRAVEL

Petty Cash may be advanced for student travel expenses. To receive petty cash for student (individual or group) travel, an Encumbrance (PCSH) is submitted. Checks are issued for Petty Cash requests in excess of $1,000. The approved Encumbrance must be received by the Accounts Payable Clerk a minimum of five (5) working days prior to the date the funds are needed. Petty Cash amounts for $1,000 or less will be distributed in cash. The funds (either check or cash) may be picked up by a full-time University employee at the Head Cashier’s window in Bibb Graves Hall between the hours of 8:00 and 11:00 A.M. or 1:30 and 3:00 P.M. Upon completion of the trip/event, any funds not used, along with full documentation of funds expended (the Petty Cash Voucher - Form #48 - signed by the University employee, a list of the names of all students involved, a copy of the document authorizing participation in said trip/event, and all receipts) must be turned in to the Head Cashier by the full-time employee within two (2) working days after the completion of the trip/event during the specified hours outlined.
6. **NON-MANDATORY PROFESSIONAL DEVELOPMENT ACTIVITIES**

An employee may request that the institution participate in the cost of non-mandatory travel when professional development is involved and the employee’s supervisor feels the institution will benefit either directly or indirectly. In these instances, the institution may agree to participate in the cost of the trip. When benefit exists, the institution may agree to fund 100% of allowable trip expenses in accordance with state regulations or may agree to fund less than the full cost of allowable trip expense. When funding is approved at less than 100%, the traveler must acknowledge prior to the trip that he/she will be personally responsible for the portion of the trip’s cost not covered by the institution. This institution’s participation and the traveler’s acknowledgment will be documented on the “Out-of-State Travel Authorization” form.

**RESPONSIBILITY**

The Vice President for Administrative and Business Affairs is responsible for this policy.

**EVALUATION OF THE POLICY**

The policy will be reviewed every five years by the Office of Internal Audit.