UNIVERSITY OF
SOUTH ALABAMA

Travel & Entertainment Regulations

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Introduction

The University of South Alabama has a fiduciary responsibility to insure University resources are used responsibly and that individuals do not incur inappropriate or excessive expenses, or gain financially from traveling on University business. These Travel and Entertainment Regulations have been developed in accordance with laws of the State of Alabama and the Internal Revenue Service. The regulations apply to University employees, students and any other individuals traveling on approved, official University business.

These regulations are issued and maintained by the University Business Office for the following purposes:

- To communicate the University's policies and procedures for travel and entertainment expenditures to travelers and approvers of travel expense reports.
- To describe the types of expenditures that are reimbursed by the University, and inform employees of their responsibility to control and report travel expenditures.
- To provide guidance to employees on University policies and procedures for entertainment expenditures.

The University will reimburse employees who travel on authorized University business for in-state travel expenses in accordance with the Alabama in-state travel law (Act #36- 7-20). The University will reimburse employees who travel on authorized University business for actual and necessary expenses for out-of-state travel in accordance with the provisions of the Alabama out-of-state travel law (Act #36-7-21).

It is expected that employees will use prudent judgment when incurring University expenses for travel purposes. Anyone traveling on University business is expected to exercise the same economy that a practical person would exercise when traveling on personal business. Excessive costs or unjustifiable costs are not acceptable and will not be reimbursed. The individual requesting reimbursement from the University is responsible for insuring that his or her expense and related reimbursement request complies with all applicable laws and regulations, is properly authorized, and is supported with necessary receipts and other documentation.

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General Travel Information

Approvals Required Prior to Travel

All University travel must be approved in advance. Approval requirements vary among University divisions.

Faculty Professional Leave or Travel Authorization

An Authorization for Professional Leave or Travel (Travel Request) must be submitted in Concur to the appropriate Department Chair and Dean (or to the Senior Vice President for Academic Affairs or Vice President for Health Affairs for individuals reporting directly to that position) prior to making any travel arrangements. Permission to be absent from campus or other approved work site for one-half day or more to engage in professional activity during regular periods of contracted employment can be granted under professional leave.

College of Medicine Travel Authorization

The USA College of Medicine Request to Be Absent from Work form must be submitted in Concur to the appropriate Department Chair and Dean prior to making any travel arrangements. This request is required for domestic or international travel, regardless of whether or not the University will bear the responsibility for the cost of the trip. If the University will bear the financial responsibility for the trip, the traveler should document the anticipated total cost, broken down by the type of cost: transportation, lodging, meals, registration, other (including all prepaid costs). If the travel is to be outside of the country, the traveler must also follow the requirements related to international travel.

Hospital Travel Authorization

An Authorization for Professional Leave must be submitted to the appropriate Administrator/ Assistant Administrator prior to making any travel arrangements, including requests for payment of registration fees. Once this form is approved by Administration, it will be returned to the department. The department should then submit a direct pay form to Accounting for prepayment of registration and/or other fees. The original Authorization must be attached with the requisition in order for payment to be made. A copy of the Authorization should be retained and attached to the request for reimbursement of travel expenses.

The Hospital Administrator must approve Authorizations involving travel outside of the southeastern area. The southeastern area includes the states of Arkansas, Florida, Georgia, Louisiana, Mississippi, North and South Carolina, Tennessee, and Texas.

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Travel Outside the United States (Excluding travel to Alaska and Hawaii)

As more fully discussed in the "International/Foreign Travel" section of these regulations, prior to making travel arrangement, all University-related international/foreign travel must be approved by the appropriate department head, dean/administrator, Vice-President/Senior Vice President and President.

Additionally the traveler is required to complete the International Travel Review Process form (except for U. S. Insular Areas, as defined in this document) and submit that form to the Office of International Education.

Student Travel Authorization Form

Students wishing to travel should complete and submit the Student Travel Authorization Request. The travel form should include the specific purpose of the student's travel and any anticipated expense along with approvals from the Department Chair, Dean and Vice-president under whose auspices the student is traveling. If the travel is to be outside of the country, the traveler must also follow the requirements related to international travel. Travel expenses for students should be submitted following regular University out-of-state travel regulations regardless of whether the travel is in-state or out-of-state.

Although approval procedures vary among University division, all travel approvals must take place PRIOR to the actual purchase of tickets, conference registration, etc. as well as participation in the planned travel activity whether it is domestic travel or international travel. Please check with your appropriate administrative units for the timely filing deadlines that my apply for pre-approval of such travel

Other

Documentation

Receipts, other than meals, and any other documentation of the total costs of the trip (including any prepaid expenses) must be attached to and submitted along with the travel expense report. Documentation must include information detailing meals included in a registration fee. This would normally be the conference agenda or similar conference registration information. If an individual is seeking reimbursement using the University travel reimbursement form then, all receipts must be taped to an 8½ x 11 sheet of paper and included with the travel reimbursement form. Individuals seeking reimbursement using Concur must attach an image of the applicable receipt to each expense on the travel expense report. All receipts must be legible and readable when submitted.

Reimbursement

All reimbursement is made to employees by accounts payable direct deposit in accordance with the employees' deposit information supplied to the University.

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Federal Grants and Contracts

These travel regulations apply to all funds of the University including federal grants and contracts, and are in addition to federal regulations and/or limitations imposed by granting agencies. Travel expense reports that include costs charged to grants or contracts must include the signature of the principal investigator.

Length of Stay

In order to adequately document the length of stay, a copy of the agenda of the meeting or conference being attended should be attached to the travel expense report. Employees should limit their length of stay to the minimum amount of time necessary. Lodging and meal expenses for extra days of travel caused by use of a personal automobile will not normally be reimbursed.

Extended Travel to Save Costs

The additional expenses associated with travel that is extended to save costs, such as a Saturday night stay, may be reimbursed when the cost of airfare would be less than the cost of airfare if the traveler had not extended the trip, and provided that those expenses were incurred in compliance with all other travel regulations. Such expenses, which include lodging, car rental, meals and incidental expenses, shall not exceed the amount the University would have paid if the traveler had not extended the trip. An employee must document, at the time airline tickets are tentatively reserved, the airfare as if the trip had not been extended, and submit this documentation with the travel expense report. The employee should also attach to the travel expense report a calculation comparing the cost of the extended trip to the cost had the trip not been extended.

Timely Filing

Travel forms should be filed within sixty (60) days of the trip. The University reserves the right not to reimburse expenses on travel forms submitted 60 days or more after a trip is made. Reimbursements made where the travel expense report is submitted subsequent to 60 days after completion of the trip will be treated as income subject to withholding in a subsequent payroll according to federal income tax regulations section 1.62-2. Taxable travel should be charged to account code 730100.

Registration Fees

Conference registration fees paid personally by a participating University employee are reimbursable after the conference is attended. To claim reimbursement, conference brochures or other literature documenting the expenses, plus a registration receipt or other proof of payment, must be submitted along with the travel expense report.

Social/Recreational Activities

Charges for social/recreational activities associated with business meetings or conferences will not be reimbursed.

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Team and Other Student Group Travel

For travel involving student athletic teams, the coach or instructor will be responsible for submitting a travel expense report and other appropriate documentation covering applicable expenses. For travel involving other student groups, the faculty or staff sponsor will be responsible for submitting a travel expense report and other appropriate documentation covering applicable expenses. Allowable expenses are those described under the out-of-state travel regulations, even though the travel may be totally within the State of Alabama.

Travel Advances

The University does not advance funds for employee travel expenses.

Travel of Students, Consultants, and Prospective Employees

The per diem limitations of the in-state travel regulations do not apply to students, outside consultants, or prospective employees. Travel expenses for students, outside consultants, or prospective employees should be submitted following regular University out-of-state travel regulations regardless of whether the travel is in-state or out-of-state.

Airline/Hotel Incentive Programs

The State of Alabama has determined that it is acceptable for travelers to accept "points" or "miles" from airline and hotel incentive programs for personal use. However, when an employee is traveling with a group or team and pays the expenses for the entire group, any incentive points earned in connection with such trips should be used for University purposes only.

Travel of Spouses

The University will not reimburse costs associated with the travel of spouses or children of employees. Further, the University assumes no liability or responsibility for travel of spouses or children.

Travelers Claiming Reimbursement for Expenses of Other Employees

Employees should not claim reimbursement for travel expenses of other employees. Each traveler should submit a travel expense report for his or her own travel expenses and the travel expense report should include necessary receipts.

Travel of University Employees for Outside Organizations

In cases where an outside organization is paying for the travel expenses of a University employee, the airline ticket expenses and other advance expense payments should be made by the employee or the sponsoring organization, not the University.

Base Area and Employee Work Base

The base area for the University generally consists of the city limits of Mobile. The base area for the USA Baldwin County campus generally consists of the city limits of Fairhope.

Further, each employee has a designated "work base.” An employee's work base is his or her primary location of work (Main campus, Children's and Women's Hospital etc.)

If an employee works at more than one University location (e.g., a faculty member with a teaching load at USA Baldwin County and the main campus), the University will determine which location is deemed to be the employee's work base. Questions regarding an employee's work base should be directed through the employee's department head to the Travel Office.

Combined Out-Of-State and In-State Travel

In the event an employee must stop in Alabama to transact official business while on the way to or from an out-of-state destination, the location of the employee's lodgings for the night will determine the amount of allowable reimbursement. For example, the employee has a two-day meeting in Montgomery followed by a two-day meeting in Atlanta. When the employee is lodged for the night within Alabama, reimbursement will consist of the current per diem allowance that is allowable under the in-state travel rules. When the employee spends the night outside the state, reimbursement will be according to the out-of-state travel rules.

Internal Revenue Service Form W-9 and Direct Deposit Form

All individuals who do not currently have a Banner J-number must submit a completed IRS form W-9 to the Purchasing Department. This form must be completed in order to be reimbursed for travel expenses. W-9 forms can be found at: https://www.southalabama.edu/departments/eforms/purchasing/ Direct Deposit is the mandated method of reimbursement for all individuals requesting reimbursement for travel. If an individual has not been previously reimbursed for travel expenses, a direct deposit form must be completed by the traveler. The direct deposit form may be found at: http://www.southalabama.edu/departments/eforms/travel/index.html . This form must also be used if an individual chooses to use a bank account other than one currently in use.

Transportation

All travel should be by the most economical route practical. The mode of transportation used should be the most economical and practical one obtainable under the circumstances of the travel involved and in the best interest of the University. Any person traveling by another route or originating a trip from other than the base area, without adequate justification, shall assume any additional expense. Where there is interruption of travel or deviation from the direct route for the traveler's personal convenience, the allowable reimbursement will not exceed that which would have been incurred for uninterrupted travel.

Personal Automobile

Personal automobile usage by the most direct route is authorized in accordance with state law at the standard mileage rate allowed by the Internal Revenue Service for business use of an automobile, generally not to exceed the total amount of the 14-day advance coach/economy air fare to the destination plus airport ground transportation. The standard mileage rate is posted on the travel website. Notice will be sent to departments as this rate changes. The traveler must detail, on the travel

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expense report, the calculations used in determining the transportation reimbursement. The information used in the calculations must be obtained when other arrangements are being made for the trip. When personal automobiles are utilized for official travel and the traveler is reimbursed at the standard mileage rate, gasoline purchases are not reimbursable to the traveler.

When two or more employees travel in the same automobile, only one is eligible for mileage reimbursement.

The University provides no physical damage coverage for damage to personal vehicles used on University business. Your personal automobile liability insurance is your primary coverage when using your personal vehicle for University business.

University Automobiles

Employees may use University automobiles for trips. Employees who travel in a University automobile may not claim a mileage allowance.

Taxi and Limousine Service

Taxi and limousine fares used in connection with official University business will be fully reimbursed. Taxis, shuttles, and ride-sharing services such as Uber or Lyft are allowable if use of the service is the most economical mode of transportation or when safety issues justify the use. These expenses should be itemized on the travel expense report with an explanation for each fare. Receipts are required for taxi fares over $25.

Rental Automobiles

In the event the use of a rental vehicle is necessary at the traveler's destination, the travel expense report must state the reasons why it was necessary to rent the vehicle. As a general rule, the University does not accept transportation to and from the airport, to and from meals, or sightseeing as justification for renting a vehicle. Prior written approval from the department head, with proper justification, must be obtained before you travel. Justification must include a comparison of the estimated total rental car costs (e.g., rental car, parking, and gas) with what the estimated transportation costs would be without using a rental car (e.g., shuttle between airport and hotel/motel and taxi between hotel/motel and conference site). The justification must be attached to the travel expense report. The type of vehicle rented should be appropriate for the business purpose. Normally, only economy rentals are reimbursed. The original receipt and rental agreement as well as any gasoline receipts must accompany the travel expense report.

When renting an automobile for business use, University employees are covered by the University's automobile liability coverage while on official business trips; however, collision damage to the rental vehicle is the responsibility of the employee. The employee may be reimbursed for collision damage waiver coverage as part of the rental costs, if the employee's personal automobile insurance is not considered adequate for the potential risk of damage to the rental vehicle. Other types of insurance on rental automobiles (such as personal effects or supplemental liability coverage) are considered to be personal expense and will not be reimbursed. (The University provides NO physical damage coverage to personal vehicles used on University business.

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The University has entered into an agreement with Enterprise Rent-A-Car to provide rental cars for the University at discounted rates and is the preferred provider of rental cars for the University. The rental program with Enterprise is valid for both local and out of town rentals. The information needed to access this program can be found on the University's web site at:

https://www.southalabama.edu/departments/financialaffairs/purchasingdepartment/enterprise.html .

Airline Reservations

When traveling by airplane, the lowest available discount coach airfare should be obtained except when such accommodations would (a) require unreasonable routing; (b) require travel during unreasonable hours; (c) excessively prolong travel or flight duration; (d) result in increased cost that would offset transportation savings; or (e) offer accommodations not reasonably adequate for the medical needs of the traveler. Please refer to the sections on ***Length of Stay*** and ***Extended Travel*** to Save Costs for additional information.

Official airline ticket documentation must be attached to the travel expense report even if the University prepaid the ticket. In cases where the airline ticket is the only expense incurred by the traveler, a travel expense report must still be submitted with the official airline documentation. All documentation regarding unused flights must be attached to the travel expense report or returned to the University or Hospital Travel Office. A written explanation concerning unused tickets must be attached.

Airline tickets may be purchased through Corporate Travel Planners (CTP) via Concur or phone, through Springdale Travel, or through other sources (Internet, etc.). When tickets are purchased through CTP or Springdale Travel, the primary advantage for travelers is that no costs are incurred by the traveler and the traveler is provided with insurance coverage at no cost. When airline tickets are purchased through airline or other travel web sites, individuals are required to pay for the ticket at the time of purchase and cannot be reimbursed for that purchase until after their trip.

Some online booking entities (e.g., Expedia) allow travelers to bundle different components of travel (hotel, flight, rental car). In most cases, bundling saves the University cost and is in the best interest of the University.

When the traveler chooses to **bundle his/her travel**, the documentation must include detail from the company as to what specific components were paid and how those components were paid. Documentation must include a receipt from the online agency that the expense was paid by credit card. Additionally, it is the traveler's responsibility to document that the totaled bundled cost was, in fact, less expensive than had the different components of the trip been purchased separately.

Procedures for obtaining prepaid airline tickets purchased through Travel Leaders (formerly Springdale Travel) for University travel should be requisitioned through the Procurement Card and Travel Services Office. The Travel Agency provides $100,000

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insurance coverage, at no cost, when tickets are requisitioned. The University does not reimburse for any additional insurance expense. If any other means are used to purchase tickets, reimbursement cannot be made until after the trip. Procedures for purchasing through Travel Leaders are outlined as follows:

- The traveler or departmental secretary should contact Travel Leaders directly to obtain flight information and tentative reservations. Where travel is extended beyond the period required for business purposes please refer to the section on ***Extended Travel to Save Costs*** for documentation and calculations necessary to support the extension.
- At the time the airline reservation is invoiced, the traveler or department secretary must submit the invoice for payment via Concur Invoice. A business purpose or reason for travel must be indicated and a copy of the airline itinerary must be included.

Procedures for obtaining prepaid airline tickets purchased through Travel Leaders (formerly Springdale Travel) for Health Systems travel should be requisitioned through each Hospital Administration Office. Procedures for purchasing through Travel Leaders are outlined as follows:

- The traveler or departmental secretary will contact the Travel Leaders directly to obtain flight information and tentative reservations. Where travel is extended beyond the period required for business purposes please refer to the section on Extended Travel to Save Costs for documentation and calculations necessary to support the extension.
- Travel Leaders will send an itinerary to the traveler that the traveler must sign, date and return to the Travel Leaders within 24 hours.
- The traveler will furnish the Hospital Administration Office with a copy of the Authorization for Professional Leave, with appropriate approvals and business purpose or reason for travel indicated.
- Please Refer to the section above for selecting the type of airline ticket

Concur

Concur is the University's travel and expense management software system designed to automate the travel and expense process. University employees should use Concur for requesting, booking, and reporting travel expenses. For more information please visit the Concur website. Although booking University travel through Concur is the preferred method, University travel booked personally through other channels in accordance with the travel policy is reimbursable.

Procurement Card and Travel

The Procurement Card (PCard) may be used for allowable out-of-state travel expenditures except for personal meals. The PCard cannot be used for in-state travel covered by per diem (lodging, meals, and gratuities). For more information please visit the PCard website.

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Out-of-State Travel

Employees who travel out of the state on official University business will be reimbursed for the following expenses.

Lodging

Actual expenses for lodging, not to exceed single occupancy rates, are allowable. When more than one University employee is staying in the same room, the names of all occupants must be listed on the travel expense report. In this case, double occupancy will be reimbursed. If the traveler occupies a double room with family/friends, the University will reimburse at the single occupancy rate. The single occupancy rate must be claimed on the travel expense report. It is expected that employees will obtain reasonably priced accommodations.

Receipts are required for reimbursement. A detailed hotel bill is considered a receipt. It should include: name, address and telephone number of the hotel; dates and the daily charge for the room; and number of occupants. Credit card receipts alone are not acceptable.

Meals

The traveler will be reimbursed for actual expenses for meals (excluding alcoholic beverages) up to a maximum amount of $55.00 per day for each day of travel. Tips related to meals should be included in the meal costs reported. Please note that the traveler is required to show actual expenses for meals, even though receipts are not required. If a conference registration fee was paid that included payment for one or more meals, the traveler should not claim any additional reimbursement for that meal. If for dietary reasons the traveler cannot eat a conference-provided meal, it is the traveler's responsibility to contact conference organizers to make alternative arrangements.

During partial days of travel, reimbursement for meals will be made according to the following departure/arrival times:

Day of departure from Mobile

- Breakfast will be reimbursed if departure is before 7:00 a.m.
- Lunch will be reimbursed if departure is before 11:00 a.m.
- Dinner will be reimbursed if departure is before 5:00 p.m.

Day of arrival in Mobile

- Breakfast will be reimbursed if arrival is after 8:00 a.m.
- Lunch will be reimbursed if arrival is aft.er 1:00 p.m.
- Dinner will be reimbursed if arrival is after 7:00 p.m.

Federal and State tax regulations consider reimbursement for meal expenses incurred during out-of-state travel not requiring an overnight stay to be taxable income. The University will report the meal reimbursement on IRS Form W-2 Wage and Tax Statement as earnings, and appropriate taxes will be deducted from the traveler's paycheck.

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Other Allowable Expenses

The Internal Revenue Service requires that receipts be provided for all expenditures that cost $75.00 or more. This requirement is in addition to the receipts required below.

	Receipt Required?
Meals	No
Registration Fees	Yes
Repairs to University vehicles	Yes
Gasoline for University vehicles	Yes
Rental automobile	Yes
Parking	Yes
Telephone calls (University business only)	Yes
Tips (for items other than meals)	No
Checked baggage fees	Yes
Tolls	No
Taxi fares and limousine service under $25	No
Taxi fares and limousine service over $25	Yes
(Note: Taxi fares to and from meals are not allowable)	

Non-Allowable Expenses (Not All-Inclusive)

There are certain expenditures that are considered personal expenses and will not be reimbursed as a part of the employee's travel reimbursement. These include, but are not limited to:

- Alcoholic beverages
- Laundry services
- Recreational/personal activities (in-room movies, exercise room fees). This applies to recreational activities even when they are a part of a conference.
- Passports
- Personal telephone calls
- In-flight airline phone usage
- Frequent flyer upgrades
- Taxi fares to and from meals
- Fees such as costs for failure to cancel room reservations, annual credit card fees, airline club room fees

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Travel Reimbursement

Requests for reimbursement of authorized out-of-state travel expenses should be submitted in Concur and be approved by the department head and appropriate dean or administrator. The specific purpose of the trip should be indicated and all applicable receipts should be attached. The dates and hours of departure and return, length of stay documentation, points of travel, mode of transportation, mileage (if by private automobile), cost of meals and lodging, and other allowable expenses should be entered on the travel expense report.

Other

See the General Travel Information section for additional information concerning out-of-state travel.

In-State Travel

Per Diem/Lodging and Meal Allowance

- For in-state travel that requires only **one** overnight stay the per diem allowance will be $85.00 per day.
- For in-state travel that requires **two or more** overnight stays the per diem allowance will be $100 per day.
- In-state travel where the travel time is **6 to 12 hours outside of the base area** the meal allowance will be $12.75.
- In-state travel where the travel time is **in excess of 12 hours outside of the base area** but **not overnight** the meal allowance will be $34.00.
- See exception to per diem.
- No travel allowance shall be paid for a trip of less than 6 hours.

Federal and State tax regulations consider reimbursement for meal allowances paid to University employees for in-state travel not requiring an overnight stay to be taxable income.

The University will report the meal allowance on IRS Form W-2 Wage and Tax Statement as earnings, and appropriate taxes will be deducted from the traveler's paycheck.

Overnight Per-Diem Examples

One overnight stay-An individual travels to Montgomery on Monday and returns on Tuesday, that individual is due $170.00 ($85/day, Mon & Tues). The individual only stayed on night, Monday night.

Two or more overnight stays-An individual travels to Montgomery on Monday and returns on Wednesday, that individual is due $300 ($100/day, Mon, Tues, & Wed). The individual stayed two nights, Monday & Tuesday nights.

Exception

Effective May 26, 2017, the Governor of Alabama signed House Bill 550, an amendment to the State Travel Law Section 36-7-21, Code of Alabama 1975. This amendment states the following:

"...persons traveling in the service of the state or any of its departments, institutions, boards, bureaus, commissions, councils, committees, or other agencies, outside of the State of Alabama

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or within the State of Alabama for purposes of attending or assisting in hosting a convention, conference, seminar, or other meeting of a state or national organization of which the state or individual is a dues-paying member that is held within the state shall be allowed all of their actual and necessary expenses in addition to the actual expenses for transportation. In-state travel authorized under this section is subject to the same documentation requirements as out-of-state travel."

Waiving Per Diem

When an employee's travel expenses are less than the per diem allowance, the employee may choose to be reimbursed for the actual cost of travel. This decision is documented when the traveler signs the travel certification. The certification states "I further certify that any eligible per diem not claimed is waived and the total claimed for travel reimbursement represents all expenses to be reimbursed for the trip." The employee should still indicate the hours of departure and return even though the per diem is waived. Only an employee can decide to waive per diem. A University department cannot force an employee to waive per diem.

Travel Reimbursement

Requests for reimbursement of authorized in-state travel expenses should be submitted in Concur and be approved by the department head and appropriate dean or administrator. The purpose of the trip should be indicated and applicable receipts should be attached. The dates and hours of departure and return, length of stay documentation, points of travel, mode of transportation, mileage (if by private automobile), and the per diem and transportation expense claimed should be entered on the travel expense report. The hours of departure and return should be indicated even though the employee is waiving the per diem reimbursement.

Extended Status

University employees traveling within the State of Alabama for extended periods of time (more than 2 months) are subject to the provisions of section 36-7-20(c) of Alabama law. This law mandates that travelers are reimbursed the full current per diem per day for the first 2 consecutive months of travel and a reduced rate of 75% of current per diem per day after the first 2 months (up to 1 year).

Other

See the General Travel Information section for additional information concerning in-state travel.

International (Foreign) Travel

General Information

For reimbursement purposes, International (Foreign) Travel follows regular University out-of-state travel regulations. However, due to the risk management requirements of the nature of international/foreign travel, certain additional approval processes are required to insure compliance with all federal regulations and restrictions regarding international/foreign travel.

For purposes of this policy, international/foreign travel is defined as any University of South Alabama related travel outside of the United States as well as United States territories and possessions (also known as "United States Insular Areas”). Travel to Hawaii, Alaska, Guam,

Puerto Rico, etc. should be processed as domestic travel. Refer to: https://www.doi.gov/oia/islands for a complete listing of US territories and insular areas.

Approval Procedures for International/Foreign Travel

NO travel plans, reservations or expenditures should be made PRIOR to performing and completing the following procedures for all international/foreign travel:

- Travelers must complete the International Travel Review Form (ITRF). (which includes the Annual Temporary Export Certification-ATEC). This form is completed online and located at https://www.southalabama.edu/departments/eforms/travel/.
- The competed ITRF/ATEC should be submitted online to the Office of International Education. Once approved, you will receive an electronic approval from the Office of International Education.
- Travelers should complete all departmental, college or administrative travel approval forms and/or Concur request and insure that they are appropriately approved. Information regarding this process can be found in the General Travel Information and Concur section of this document.
- All international/foreign travel must be approved by the department chair, dean/administrator, Vice-President and University President.
- Once approved by the President's Office, travelers should make travel reservations in accordance with procedures outlined in the USA Travel and Entertainment Regulations.

U. S. Export and Control Laws and Regulations

The U. S. government has developed regulations to restrict the export of goods and technology with military potential, prevent the proliferation of weapons of mass destruction, advance U. S. foreign policy goals, promote the economy and promote trade. The U. S. Departments of State, Commerce, Homeland Security, Treasury, Defense and Energy each play a role in this process. These regulations have implications for Universities and University employees that conduct certain types of sensitive research abroad and as such, certain items are subject to export control. Additional information can be obtained from the USA Office of Research Compliance and Assurance (aswilliams@southalabama.edu (251) 460-6625). Other additional resources are as follows:

- For an in depth overview of related US regulations see: https://www.southalabama.edu/departments/research/compliance/export-control/
- An Export Control Classification Number is assigned by the U. S. Department of Commerce, Bureau of Industry and Security (BIS) in the commerce Control List (CCL). This is the fundamental designation indicating the level of control for an item. Refer to https://www.bis.doc.gov/index.php/regulations/commerce-control-list-ccl on the U. S. Department of Commerce web site.
- The Microsoft Exporting Web Site provides detailed information on the export control status of Microsoft products. Refer to https://www.microsoft.com/en-us/exporting/default.aspx .
- Apple's Export Compliance information can be reference at https://www.apple.com/legal/more-resources/gtc.html.

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Other Information

- Other international travel resources are available from the U.S. Department of State (https://www.state.gov/travelers/). U. S. Center for Disease Control and Preventions (https://wwwnc.cdc.gov/travel), and the USA Office of International Education (https://www.southalabama.edu/departments/ie/intltravel.html).
- If the international travel is grant funded, the traveler must be in compliance with the Fly America Act of the U. S. Department of Commerce. Information on the Fly America Act can be found at https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act. Additional resources are available from the USA Research Compliance and Assurance Office.
- If the traveler cancels or changes plans and has already submitted the ITRF documentation, please contact the Office of International Education (intledu@southalabama.edu) with the updated information.
- Travel to certain countries may be restricted or prohibited based on security, health or other similar considerations. For a complete policy description for employees and students refer to documentation from the USA Office of International Education at https://www.southalabama.edu/departments/ie/intltravel.html.
- Failure to complete the ITRF/ATEC documentation prior to travel will result in non-reimbursement of any travel expense.

For additional information on international/foreign travel, contact the USA Office of International Education (intledu@southalabama.edu) or 251-460-7053.

USA Sponsored Group Travel Outside of the United States

Activities that take place outside the continental United States are considered international for the purposes of USA sponsored student travel and must be reviewed by the USA Office of International Education. For additional information contact the USA Office of International Education (intledu@southalabama.edu) or 251-460-7053.

Local Travel

Introduction

Employees will be reimbursed for local personal automobile mileage at the federal standard rate while on official University business. Normal commutes from the employee's home to their work base are not considered local travel and will not be reimbursed. Employees are entitled to a mileage allowance from their work base to their destination and return to their work base for miles actually traveled. If an employee travels directly to a location from their home that is not their work base, but exceeds their normal commuting distance, the employee is entitled to reimbursement but only to the extent that the total miles driven exceed the employees' normal commute mileage. This provision applies on both regularly scheduled workdays and non-regularly scheduled work days. Employees are expected to travel the most direct route available. In no situation can an employee be reimbursed for miles not driven.

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Procedures for Local Mileage Reimbursement

Using the official University travel reimbursement form

In order to obtain reimbursement for local travel, documentation should include:

- Date(s) of trip
- Time of trip
- Total mileage driven
- Actual addresses
- If applicable, any intermediate address that would have an effect on mileage claimed
- The specific purpose of the trip

Using Concur

In order to obtain reimbursement for local travel the individual must log into Concur and complete a local mileage expense report. For more information please visit, https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/concur/ .

Internal Revenue Service Allowed Mileage

As noted earlier, the University generally only allows reimbursement of mileage in excess of an employees' normal commute from home to work base. In certain situations, the Internal Revenue Service does, if the tax payer deducts business expenses, allow taxpayers to deduct mileage in excess of University reimbursed mileage. Employees should consult their tax accountants for further guidance in this area.

Team and Other Student Group Travel

Introduction

Intercollegiate athletic team and other student group travel is reimbursed based on the University's out-of-state travel regulations regardless of whether the travel is in-state or out-of-state. For each intercollegiate team that travels, the Athletic Department is responsible for designating a coach or other staff member as the responsible party for submitting travel documents for each trip. For other student groups, a faculty or staff sponsor must be responsible for submitting travel forms.

For any team and other student group travel involving students outside the United States, the responsible coach or faculty/staff representative must contact the USA Office of International Education (OIE) and the Dean of Students PRIOR to making such plans. Prior approval through the appropriate administrative units (including risk management), deans and appropriate Vice-President with OIE review is required for all such international travel. For International Travel involving USA students on USA Sponsored or Academic Programs, please refer to the International (Foreign) Travel section of this document.

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Team Procurement Cards

In order to facilitate intercollegiate athletic team travel while providing for the maximum institutional control over funds, the Procurement Card (PCard) can be used by intercollegiate athletic teams when they travel to away athletic events. Such cards are available for coaches and staff as deemed necessary by the Athletic Business Office (ABO).

Athletic Team Per Diem Cards

The team travel party, which is defined by the athletic director, for intercollegiate events are provided per diem cards to use to pay for meals while traveling. Each member is issued a per diem card, which is 'loaded' for each trip taken by the team in which they participate. Once the responsible person for each trip submits a completed and approved travel advance form and per diem request form, the individual amounts are loaded onto the per diem card by the ABO.

Travel Advances

Travel advances may be requested for team or other student group travel. In order to receive a travel advance, the responsible person should estimate the total cash expenses of the trip using the USA Team and Student Group Travel Advance form. The following information is required:

- Name of team or other student group
- Purpose of trip
- Departure date
- Anticipated return date
- Date that funds are needed
- If the travel is for intercollegiate athletics, an estimate of the traveling party to include the number of coaches, student-athletes, trainers, Athletic department administrative personnel and others.
- If the travel is for other student groups, an estimate of the traveling party to include the number of students, faculty and staff.
- Description of the mode of transportation and how that transportation will be paid.
- Estimated hotel costs (including number of rooms and cost per room) and how those costs will be paid
- Estimated group meals (do not include any funds paid directly to players for individual meals) and how those costs will be paid.
- Any other anticipated cash expense anticipated but not previously noted.

Once completed, the USA Team and Student Group Travel Advance form should be signed and attached to a completed, approved direct pay form. The form should then be submitted to the Travel Office for processing.

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Reconciliation of Travel Advance to Actual Cash Expenses

Following the trip, a University travel reimbursement form should be prepared detailing all actual expenses of the team/group travel. Receipts and other documentation, as required by the University's Travel Regulations should be obtained and attached to the travel form. Once completed, a Team/Student Group Cash Advance Reconciliation Form should be prepared. This forms list actual expenses as documented on the travel form, the initial cash advance and either the amount of additional reimbursement due to the coach/sponsor or the amount of the advance that must be returned to the University. The original travel reimbursement form with all applicable receipts and a copy of the approved travel advance form should be attached to the reconciliation and all documents should then be submitted to Procurement Card and Travel Services for processing. If dispersing cash to individuals then, the individual must sign for the exact amount the individual received. This documentation must also be attached to the reconciliation.

Entertainment

Introduction

Since many business and professional discussions, negotiations, and transactions take place during periods of entertainment, it is recognized that business entertainment is important to the operation of the University. By definition, business entertainment involves those expenses incurred in extending reasonable hospitality to University guests. Claim for reimbursement of entertainment expenses incurred while not in travel status should be submitted on a direct pay form or be paid with a PCard (excluding alcohol).

The intent of these regulations is to provide guidelines for control purposes. Therefore, the following conditions must be met before entertainment expenses may be authorized.

- The principal character or purpose of the entertainment occasion must be University business. Direct benefit to the University should result from entertainment expenditures.
- Entertainment expenditures must be reasonable and documented on a basis that will show the following:
    (1) Identification of the person or group being entertained, and of the University personnel who officially represent the University. If a small group is being entertained, the names of all persons attending should be shown; for larger groups, only the name or names of the honored guests should be indicated along with the number of persons attending. In all cases, official University representatives should be listed.
    (2) A brief statement as to the reason or purpose of the entertainment and/or benefit to be gained by the University.
    (3) The place of entertainment.

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(4) Receipts or invoices for entertainment are required.

- Entertainment may be authorized for the following categories:

  Prospective faculty and staff. The University is recruiting in a highly competitive market for top faculty and staff. The University policy is to invite prospective faculty and staff to visit the campus. Both prospect and spouse may be invited if deemed advantageous; and travel, lodging, and food expenses will be reimbursed. Entertainment, on a reasonable basis, associated with a recruitment visit is recognized as a proper expenditure.

  Official guests of the University or any of its divisions. Entertainment of guests is appropriate and is usually undertaken by administrative officials, deans, department heads or designated faculty members, or by other individuals designated by administrative officials. However, the University will not reimburse guests for travel and related expenses except those traveling to the University on specific invitation.

  Groups attending conferences, workshops, meetings, and seminars. Many conferences and workshops conducted by the University are supported by registration fees. Meals and non-alcoholic refreshments for other campus business meetings related to University purposes are allowable when those meals and refreshments are incidental to such meetings. For example, meals and refreshments served during the course of lengthy meetings when it is not practical to interrupt for lunch are allowable; whereas the occasional business lunch where two or more University employees discuss University related business is not allowable. Persons receiving meals under these circumstances should not claim the State meal allowance.

  No entertainment expenses shall be incurred that are contrary to State statutes and applicable regulations. Expenditures for alcoholic beverages, civic and other club dues, and lobbying efforts are specifically prohibited.

  Reimbursement requests (direct pay forms) for entertainment that includes the purchase of refreshments for use at a University location (when such entertainment meets the criteria herein described) should include a completed, approved food use form. The form should include, among other things, documentation of the purpose of the entertainment and personnel (University, non-University and students) attending.

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Prospective Student-Athlete (PSA) Recruiting. The Prospective Student-Athlete recruiting process relies on the PSA and his/her family feeling comfortable with an institution that it is a safe, family oriented environment. It is industry standard for a Coach's family to participate in the activities of a PSA's Official Visit to campus – which may involve campus tours, community tours, entertainment, or meals throughout the visit. Therefore:

- Meals for Employees dining with Prospective Student-Athlete's during Official Visits is allowable.

- Meals for spouses of University employees attending PSA Official Visit recruiting meals is allowable.

- Reimbursement may be made for entertainment expenses of employee spouses who entertain family members of PSA's even when the recruit is not present.

Combined Travel and Entertainment

On occasion, an employee who travels for the University entertains an official guest of the University at a meal while in another city. In this case, the actual expenses of the guest's meal are reimbursable to the employee according to the entertainment guidelines of the University. The expenses of the employee's meal, however, are reimbursable according to the out-of-state travel regulations if out-of-state travel was involved, or according to the in-state travel regulations if in-state travel was involved. Claim for reimbursement of entertainment expenses while traveling must be submitted on the appropriate travel form along with other travel expenses. Entertainment expenses for all persons, except for the meals of the employee, should be listed in the "Other Expenses" section of the travel form. Employee meals that are part of the entertainment should be listed in the "Meals" section for out-of-state travel but should not be listed for in-state travel (since the in-state per diem covers this expense).

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