



Travel & Entertainment Regulations



Contents

Introduction..... 1

General Travel Information 2

Approval

Rental Automobiles.....	7
Airline Reservations	8
Concur	10
Procurement Card and Travel	10
Out-of-State Travel.....	10
Lodging.....	10
Meals	10
Other Allowable Expenses	11
Non-Allowable Expenses (Not All-Inclusive)	12
Travel Reimbursement.....	12
Other	12
In-State Travel	12
Per Diem/Lodging and Meal Allowance	12
Overnight Per-Diem Examples	13
Exception	13
Waiving Per Diem	13
Travel Reimbursement.....	13
Extended Status.....	14
Other	14
International (Foreign) Travel.....	14
General Information.....	14
Approval Procedures for International/Foreign Travel	14
U. S. Export and Control Laws and Regulations	15
Other Information	15
Local Travel.....	16
Introduction.....	16
Procedures for Local Mileage Reimbursement	16
Using the official University travel reimbursement form.....	16
Using Concur.....	16
Internal Revenue Service Allowed Mileage.....	17
Team and Other Student Group Travel	17
Introduction.....	17
Team Procurement Cards.....	17

Athletic Team Per Diem Cards

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

General Travel Information

Social/Recreational Activities

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

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 f (o)-4 ((gr)-1.8.2 (a)-2.9 (v)-2.6d1 (d) f o r n 0 [((t) - 4 . 9 (t) 0 . 7 (h) - 6 . 1

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 Balg147 AMCits of Mobile. The base

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



When renting an automobile for business use, University employees are covered by the

~~University's~~
~~Automobile~~
~~Insurance~~
~~Policy~~
~~and~~
~~are~~
~~not~~
~~covered~~



- 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](#).

Out-of-State Travel

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

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 [De22 Td \(D\)-3.5 \(ep\)-0.6 \(a\)-2.9 \(r\)-1.7 \(t\)0.7 \(](#)

Internal Revenue Service Allowed Mileage

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.

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.
 - (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

(y)-7(eeme)-5.7 ((y)-7(la)-2.8 (d)-5.1 (2(e)0.70a)-8.3 (n)-0.6 (t)0.6 (a)-2.9 (gej -1o-9.6s)-9 -0.6)-9

reimburse guests for travel and related expenses except those traveling to the University on specific invitation.

Groups attending conferences, workshops, meetings, and seminars. 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.

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).

[Back to Top](#)