

UAM OPERATING PROCEDURE 345.2

TRAVEL, LODGING AND AIRFARE EXPENSES

The in-state and out-of-state daily maximums for meals and lodging are detailed in the State Accounting Procedures Manual, located in the UAM Office of Finance and Administration. UAM Operating Procedure 340.2 explains how the authority to exceed the daily maximum is requested and approved.

Travel Tip: The governmental rate for lodging is usually less than the convention rate. Employees should check the governmental rate first. Since there is often a limited number of rooms available at the governmental rate, employees should make hotel reservations far in advance of the travel dates.

The traveler is required to provide receipts for lodging expenses and registration fees. The traveler should also provide receipts for taxi, parking, and other incidentals to support the amount claimed on the Expense Report. Detailed receipts are required for all expenditures, including meals. Alcoholic beverages are not reimbursable.

Reimbursement for in-state meals without overnight travel is not allowed. The exception to this occurs when an employee is traveling with students. The University has a Business Travel Expense (BTE) for the purpose of charging airline tickets. The proper procedures to follow for using UAM's BTE are detailed below:

1. The employee contacts the travel agency or airline for the purpose of obtaining flight information and ticket price.

Without obligating the University, the employee may request that the travel agency or airline hold the reservation for twenty-four hours. In this case, the employee should immediately process the Business Travel Expense (BTE) Form and hand deliver or email it to the UAM Purchasing Office. The employee should request the Purchasing Office to call within twenty-four hours to confirm the reservation and charge the ticket.

When an employee contacts a travel agency or airline, he/she is not to indicate in any way that he/she is charging the airfare to UAM. The Purchasing Official is the only authorized official to make a charge to a University account. The Business Travel Account number will not be released to employees.

2. The employee then creates a Spend Authorization.
3. The employee submits the form to the Purchasing Office.
4. The Purchasing Office will contact the travel agency or airline to charge the ticket to the University's BTE.

5. The appropriate departmental budget will be expensed when payment is remitted by UAM to Bank of America.

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