

University of Alabama in Huntsville

PRIVATE VEHICLE

When traveling by private vehicle you must provide a comparison between the cost to drive and the cost to fly. The cost to drive includes mileage, lodging, meals and parking to and from the destination. The cost to fly includes airfare, mileage and reasonable travel expenses between campus, airport, and airport to hotel in the destination city. The cost of the airfare should be based on 7-14 day lead-time coach fare. The University will reimburse the lesser of the cost to fly or drive. Include the calculations to support the necessary documentations. *DO NOT USE THE P-CARD FOR ANY ENROUTE EXPENSES WHEN DRIVING.*

CONFERENCE REGISTRATION

When paying for conference registration by P-Card, the receipt should be itemized. This office needs information that shows what the total cost consists of such as registration, meals, tours, etc.

AIRFARE

All University faculty, staff, students and visitors traveling on official business are expected to travel at the lowest available airfare. Employees should plan well in advance to obtain the most economical airfare available.

REPORT SUBMISSION

The travel expense voucher shall be submitted to:

Accounting & Financial Reporting
SKH Room 230

RENTAL VEHICLE

The University P-Card may be used to rent vehicles on approved business trips. If the rental vehicle is the most economical mode of transportation, the traveler shall rent a compact or medium size vehicle. Full-