

RECEIPTS

You need a receipt for everything you want to be reimbursed for.

Receipts must be:

- ✓ Clear
- ✓ Itemized
- ✓ Organized by date

TIP: Take a picture of your receipt as soon as you get it to ensure you have a copy of it should your paper receipt become lost or damaged.

LODGING

Remember to provide hotels with a personal credit card for incidental expenses (e.g., parking, room service).

Incidentals accidentally paid on the department card will result in the traveler needing to repay UAMS and may delay reimbursement.

Published 03/2026, Valid Through 8/2026.

If you have any questions, reach out to [Travel and Expense Reimbursement](#).

Things to Know WHEN TRAVELING FOR UAMS



TRANSPORTATION

Air Travel

- Charges for seat upgrades are not reimbursable.
- Baggage fees are reimbursable for one bag each way (i.e., to and from).
- Airport parking is reimbursable up to the economy rate.
- Save all airline communications about flight delays/cancellations. If an airline cancels your flight, you will need documentation to support the subsequent rebooking expense.

Rental Vehicles

Use of rental vehicles must be approved prior to travel. Vehicles rented without pre-approval may not be reimbursed.

Personal Vehicles

Travelers are reimbursed for mileage, which takes fuel cost into account. Fuel costs are not directly reimbursable.

Ride Sharing/Taxis

Ride Sharing refers to ride service providers such as Uber and Lyft.

- Ride fares are only reimbursable when associated with official business.
- UberX and Lyft Standard are the only reimbursable fare types. Other fare types will result in reduced reimbursement.
- UberXL is only reimbursable for rides with 4+ UAMS travelers.
- Rides to meals are reimbursable for distances up to 2 miles only.
- Added fees such as tips, reservation fees, premium fees, and wait fees on ride services/taxis are not reimbursable.
- Required fees such as airport fees and booking fees are reimbursable.

MEALS

Travelers may be reimbursed up to the daily total indicated by GSA (less any meals provided by the conference/event).

GSA Rates for Meal Reimbursement are:

- Based on the destination.
- Different on the first and last day of travel (i.e., 75% of the per diem).

To find the GSA rates for your destination, refer to gsa.gov/travel/plan-book/per-diem-rates.

Keep in Mind

- Alcohol is not reimbursable.
- If meals are offered at the official event you are attending and you choose to dine elsewhere, reimbursement for that meal will be reduced.
- Meal tips are reimbursable up to 15% of the food subtotal (i.e., total before taxes).
- Meal receipts must be itemized.
- Meals in city of Official Station are not reimbursable.

Are You Dining with Others?

Ask for a separate ticket to simplify reimbursement.