

## RECEIPTS

---

You need a receipt for everything you want to be reimbursed for. Save all your receipts.

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 even if your paper receipt becomes lost or damaged.

## Things to Know WHEN TRAVELING FOR UAMS

Published 03/2025, Valid Through  
06/2025.

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



## TRANSPORTATION

---

### Air Travel

- Charges for seat upgrades are not reimbursable.
- Baggage fees are reimbursable for one bag each way (i.e., to and from).
- Only economy parking is reimbursable.

### Rental Vehicles

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

### Ride Sharing/Taxis

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

- For travelers in a group of 4 or less, only UberX and Lyft Standard are reimbursable. UberXL is reimbursable if the group is >4 travelers.
- Tips, reservation fees, and wait fees on ride services/taxis are not reimbursable.
- Ride fares are only reimbursable for official business.

### Personal Vehicles

Travelers are reimbursed for mileage, which takes fuel cost into account. Fuel cost is not directly 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](https://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, that meal is **not** reimbursable.
- Meal tips are reimbursable up to 15% of the food subtotal (i.e., total before taxes).
- Meal receipts must be itemized.

### Are You Dining with Non-Employees?

It is best to ask for a separate ticket/receipt to ensure your meal expenses are clearly identified as your own.

## MEALS, continued.

---

Some funding sources have additional spending guidelines for meals. Speak with your department travel administrator for additional information.

## LODGING

---

Incidental fees (e.g., parking, room service) should be paid on a personal card, not charged to a department card.