

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

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03/2025.

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 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.

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.