



Auburn University Travel Policies

These policies were developed in accordance with Alabama law and Internal Revenue Service. These policies cover University employees, students and any **others** who travel on approved, official University business.

- All official travel should be prudently planned so that the best interests of Auburn University are served at the most reasonable cost. Anyone traveling on University business is expected to exercise the same economy that a practical person would exercise when traveling on personal business.
- Excessive costs or unjustifiable costs are not acceptable and will not be reimbursed.
- If it is cheaper to fly, you cannot opt to drive and collect mileage outside a 1200 mile round trip.
- You will be reimbursed at whichever is lowest, the current mileage rate or the lowest discounted airfare. This is called airfare-in-lieu of mileage.



Transportation

What are the basic guidelines for air travel?

Airline reservations are your responsibility and are to be made through your unit. Reimbursement will be made at the lowest logical standard or discounted rate for the period of business travel. Your original passenger coupon is required as a receipt after travel has been completed.

What if I booked my airfare via “ticketless travel” and do not have a receipt?

Some travel agents and airlines (Valujet, Southwest) do not issue tickets. In such cases, you will need to provide documentation of your payment. This can be a copy of the credit card statement, a copy of the front and back of your canceled check, or the itinerary invoice which shows that your ticket was paid.

What if I choose to fly first class or business class?

Auburn University will only reimburse the portion of your ticket equal to a tourist class fare on the same flight.

How is airport shuttle service reimbursed?

Limousine/taxi service between Auburn and the Atlanta airport is to be paid by the traveler (paid receipt is required). Traveler will be reimbursed after travel.

What about rental vehicles?

Rental vehicles may be used. For reimbursement, attach your paid, itemized receipt to your travel voucher. Tolls and gas charges will be reimbursed. Gas receipts are required.



Travel Reimbursement

What receipts and records should I retain?

Original receipts are required for reimbursement.

Items that will **NOT** be reimbursed:

- Phone calls
- Faxes
- Personal Purchases
- Alcohol (see below)

Will the University reimburse any costs for my family to travel with me?

Travel costs of an employee's spouse or dependents will not be paid by the University. Auburn University assumes no liability or responsibility for travel by spouses or dependents.

Can I be reimbursed for the purchase of alcoholic beverages?

State law prohibits the use of University funds to purchase alcoholic beverages.

What if I travel by private vehicle?

The current state mileage rate is \$.485 per mile. That covers all vehicular costs, including tolls, repairs, and fuel.



AU CVM VISITOR REIMBURSEMENT INFORMATION		
Name:	SS#:	
Address:		
City:	State:	Zip:
Purpose of Visit:		

Expenses:		
Item:	Amount:	Description:
Tourist Class Airfare:	\$	(only tourist class airfare will be reimbursed)
Mileage:	\$	() miles @.485 per mile
Rental Vehicle:	\$	
Taxi / Bus Fares:	\$	
Parking:	\$	
Meals:	\$	(only if outside the conference host hotel)
Miscellaneous:	\$	(please describe)
Miscellaneous:	\$	(please describe)
Miscellaneous:	\$	(please describe)
Miscellaneous:	\$	(please describe)
Miscellaneous:	\$	(please describe)
Miscellaneous:	\$	(please describe)
Miscellaneous:	\$	(please describe)
Miscellaneous:	\$	(please describe)
Miscellaneous:	\$	(please describe)
GRAND TOTAL:		

*Return this form with **ORIGINAL RECEIPTS** (after travel)

Signature: _____ Date: _____