

Spending and Travel Policy

Unit: [Procurement Services](#)

Effective Date: 7/31/2013

Revision Date: 7/24/2019

Contact: Kevin Stevens

Title: Director of Procurement Services

Purpose

The purpose of this policy is to set forth the requirements to comply with University policies and State of Alabama Law for the processing of disbursements to vendors and/or reimbursements to University employees or non-employees for travel and business expenses. This policy has been developed to ensure that individuals conducting business or traveling for the University do not incur inappropriate or excessive expenses on behalf of the University and also do not inappropriately gain from the University.

Policy

This policy requires all travel and business expenses to adhere to the requirements established by Federal regulations, State laws, and University policies and procedures. Including the following:

- [Internal Revenue Code of 1986](#)
- Federal Immigration Laws
- [Federal Travel Regulation](#)
- [Fly America Act](#)
- [Code of Alabama 1975](#)
 - Sections 36-7-20 through 23 for in-state travel expenses
 - Sections 39-2-2 for public works services
 - Sections 41-16-20 for goods and other services
- [UA Travel Procedures](#)
- [UA Spending Procedures](#)
- [UA Purchasing Policy and Guidelines](#)
- [UA P-Card Policy and Procedures](#)

Travel

Travelers should plan travel in the manner that will be most economical to the University. This includes utilizing the most economical route and mode of transportation available and working to obtain the lowest possible rates or fares.

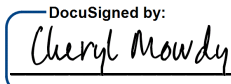
This policy is not intended to cover every possible situation. Special travel requirements or items of an unusual nature that are not covered in this policy should be discussed with Accounts Payable. University departments, schools, or other funding sources can establish more stringent requirements than this policy.

Scope

This policy applies to any employee, student, or other non-UA individual who incurs travel and/or business expenses on behalf of the University of Alabama.

Exceptions to normal policies may be authorized at the discretion of the Director of Procurement Services and/or the Associate Vice President of Finance.

Office of the Vice President of Finance and Operations

Signed:  7/24/2019
Cheryl Mowdy
Assistant Vice President for Finance and Operations