The Office of Procurement Services welcomes you to The University of Alabama!

To help make your transition a little easier, we have put together a packet of information to acquaint you with the Spending and Travel policies of the University of Alabama.

The attached handouts will give you an overview of the information included in the Spending and Travel Policies. You will find these policies in their entirety on our website at http://www.accountspayable.ua.edu. We have found if new faculty familiarize themselves with these policies and procedures before making purchases or traveling on behalf of the University of Alabama it expedites their reimbursement.

In addition to the spending and travel policies, the following information is available on our website:

- Mileage Rates
- In-state Per Diem Rates
- In-state Travel Reimbursement Form
- Out-of-State Travel Reimbursement Form
- Miscellaneous Disbursement Form
- Foreign Currency Conversion Rates

Feel free to contact, Donna Walker, Associate Manager for Accounts Payable, at 348-2960 or Mary Katherine Poole, Associate Director for Accounts Payable, at 348-2961 for assistance with travel or spending policies.

Please be aware that all purchases of products or services, regardless of the amount or funding source, must be approved by the University Purchasing Department. Appropriate purchasing policies and procedures are available on the Purchasing Department website at http://www.purchasing.ua.edu or you may also contact the Associate Director for Procurement, Milo Crabtree, at 348-5038 or the Associate Director for Purchasing Card Services, Brittany Burleson, at 348-0350 to discuss your purchasing needs.

The Accounts Payable, Financial Accounting and Purchasing Departments also offer training sessions on various topics. Visit Human Resources Learning and Development at http://hr.ua.edu/learning-development/online-learning/skillport for the current training schedule.

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Available Payment Methods
Listed below are the preferred spending methods for UA expenditures. Review the UA Expenditure Guidelines (accountspayable.ua.edu/pages/policies.html) for further detail and guidance on the appropriate methods of payment for common expenditures. If a department is unable to determine the appropriate acquisition method, contact the UA Purchasing Department at uapurchasing@fa.ua.edu.

1. **Purchasing Card**
   The UA Purchasing Card (P-Card) should be used for allowable purchases up to $4,999.99 per single transaction including freight. For more information regarding purchases via P-Card and allowable and unallowable purchases, see pcard.ua.edu.

2. **Purchase Order**
   Requests for purchases of products and/or services for more than $5,000 must be submitted to the Purchasing Department using a purchase requisition. Purchasing will review the request and will take appropriate action to procure the product or service and will issue the purchase order (PO). For more information regarding purchases via requisition, see purchasing.ua.edu.

3. **Departmental Transfer**
   If payment to the University or a University department (i.e., Continuing Studies, Crimson White) is required, a Departmental Transfer Authorization (DTA) will need to be completed. See the DTA Form at financialaccounting.ua.edu.

4. **Travel Voucher**
   Expenses for persons travelling on University business should be paid on the P-Card where allowable and reimbursed via an In-State, Out-of-State, or International Travel Voucher in accordance with the UA Travel Policy. For more information regarding payment of travel expenses, see the accountspayable.ua.edu.

5. **Miscellaneous Disbursement Voucher**
   Miscellaneous Disbursement Vouchers (MDV) are used to reimburse out-of-pocket expenses and to pay for those goods and services unallowable on the P-Card, excluded from the purchase system, and unrelated to UA travel. The MDV form may be found under the Forms section of the Accounts Payable website.

   The following types of payments are generally made on an MDV; for more information, refer to the specific guidelines for each category within the UA Spending Policy.
   - Out-of-Pocket Expenses
Submitting MDVs for Payment
Requests for reimbursement via MDVs should be submitted within 60 days of the expenditure. Requests for reimbursement after 60 days will be treated as income subject to withholding according to federal tax regulations (Reg.1.62(g)(2)). Tax withholding will be deducted from a subsequent salary check.

Documentation
To submit a request for reimbursement via an MDV, complete the MDV form and attach the required receipts or invoices. Review the Document Preparation procedures on the Accounts Payable website when preparing the MDV packet for submission.

Appropriate documentation required for reimbursement may include the following:
- Receipt
- Canceled check or imaged check copy from bank or online banking system
- Customer copy credit card receipt.
- Copy of bank statement plus carbon of check from checkbook
- Credit card statement reflecting charges
- Consult Accounts Payable for other acceptable forms of documentation

If a receipt does not detail the items purchased, a description of each item on the receipt must be given. Additionally, inadequate documentation may require the individual to bear the cost of the request. The department submitting the MDV should keep copies of all documentation, as well as a copy of the MDV until payment is made in case questions arise.

Approval
All MDVs must be signed by the appropriate Supervisor and by an appropriate Department designated approver with budgetary authority. The approvers’ signatures serve as authorization that the purchases are being made in accordance with the UA Spending Policy.

Payment Processing
University policy requires all payments be made via direct deposit. Direct deposit payments are processed daily. In the event that a check must be issued, checks will be printed once a week. Payments (check and direct deposit) for Foundations are processed once a week. For all types of payments, allow at least seven to ten business days for processing by Accounts Payable.

University policy requires that all checks be mailed to all third-party vendors for audit control purposes. Checks cannot be picked up. For presentation purposes, departments may use a letter or certificate of their choosing.
TRAVEL POLICY OVERVIEW

Please review the full UA Travel Policy at accountspayable.ua.edu/pages/policies.html.

- Travel vouchers are the forms used to record all reimbursable travel costs. There are three kinds of travel vouchers: In-State, Out-of-State, and International. The travel vouchers may be found on the Accounts Payable website at accountspayable.ua.edu/pages/forms.html.

- Request for reimbursement of travel expenses must be submitted within 60 days of the date of the trip, per IRS regulations. Any request after 60 days becomes taxable income.

- The University Purchasing Card (P-Card) should be used to pay for conference registration fees, airfare, allowable ground transportation, parking fees, and out-of-state lodging. The P-Card may not be used for personal meals while in travel status, cash, or personal expenses. The P-Card cannot be used to pay for any expenses covered by in-state per diem (lodging, meals, and gratuities). Please see the Purchasing Card Services website at pcard.ua.edu for further guidance on using the P-Card.

- After returning from official travel, receipts must be presented for all travel expenses. When receipts are unavailable, the University may consider accepting the following documentation of incurred expenses: canceled check or imaged check copy from bank or online banking system, customer copy credit card slips, bank statements which lists payee and amount plus carbon copy of check from checkbook, or credit card statements reflecting travel charges. An itemized folio is required as documentation for out-of-state or international lodging.

- The University requires that travel vouchers be signed by the supervisor (not a designee or stamp) of the employee who is requesting reimbursement for official travel.

- In-state travel is reimbursed on a per diem basis, per state law, in lieu of actual expenses for food and lodging. In-state travel per diem is calculated based upon the length of travel as established by the State of Alabama.

- Meals for travel out-of-state are reimbursed at the actual cost of the meals including tips up to $75 a day with itemized receipts or $45 a day without itemized receipts. The amount per day is not a per diem or given reimbursed amount.

- Mileage is reimbursed at the current state rate. The current rate can be located on finance.alabama.gov website under the Comptroller's Office or on the Accounts Payable website at accountspayable.ua.edu/pages/policies.html.

- Rental car expenses must include a written business purpose documenting why it was necessary to rent a vehicle.

- Alcoholic beverages are not a reimbursable expenditure.