

# **REIMBURSEMENT from the UAB Heersink SOM Medical Student Travel Award (MSTA)**

*Guidelines are based on UAB Policies and Procedures for Student-Related Travel (approved January 1, 2023)*

## **Summary**

- **All travel receipts need to be itemized and aligned with conference location and dates**
- **Proof of Payment needs to be included with each expense (*credit or debit card statement charge*)**
- **Hotel rooms that are shared should be split at check out (third party pay is not allowable)**

## **Details**

- 1. Submission Deadline:** Immediately following the completion of the travel and no later than the 30 (thirty) days after the travel is completed, the student is responsible for submitting reimbursement documentation to the PSDO @ [physci@uab.edu](mailto:physci@uab.edu) (**documents need to be submitted as a single PDF packet**)
  - a. NOTE – If requested documentation is not received 30 days after travel then your submission will not be processed and no travel award will be made. \*Travel date “ends” at the conclusion of the meeting ~ (e.g., student A attended a conference/ meeting that ended at 6PM on December 1st, documentation must be received by December 31st)
- 2. Required Documents:** The MSTA will be processed as "student travel" and will be sent by mail to your current address or direct deposited to your personal account listed in the UAB Oracle System.
  - a. Items to submit for reimbursement purposes:
    - **Agenda for Conference**
    - **All Itemized Receipts combined with credit card or debit card statements that reflect charges related to expenses**
    - **Regardless of awarded amount, all receipts need to be submitted per UAB Accounting**
  - b. Receipts need to include hotel statement (zero balance), detailed airline itinerary, itemized food receipts (corresponding credit card or debit card statements are required)
  - c. The timeline to getting your reimbursement under usual circumstances is within a couple of weeks. **Questions regarding reimbursement can be directed to [physci@uab.edu](mailto:physci@uab.edu)**
- 3. Transportation: Mileage, Flights, Taxi/Uber/Metro from Airport to hotel/conference center**
  - Credit Card Statement showing Airline Ticket Purchase along with Detailed Flight Itinerary
    - Baggage fees are allowed as long as a receipt is provided for reimbursement
  - Taxis, light rail/metro card, and Ubers are reimbursable to and from the conference/airport only
    - If traveling as a group, it is recommend that one person/car pay for the taxi/Uber ride and seek reimbursement once returning to UAB
      - **To and from the hotel to the conference center is not reimbursable**
    - Metro card receipt is needed
  - We can reimburse mileage based on current UAB mileage rates (gas is not a reimbursable expense per UAB)
  - We cannot reimburse for transportation to and from UAB to Airport nor can we reimburse for parking at your departing Airport
  - Rental Cars are not an allowable reimbursement for this award

4. **Food:** The MSTA allows for food reimbursements when meals are not provided by the conference or institution. The maximum dollar amounts per meal not including tip (18%) are as follows:
- Breakfast: \$15.00
  - Lunch: \$25.00
  - Dinner: \$45.00
  - **All meal receipts must be itemized** with **no alcohol present** (individual purchases such as a coffee are not allowed; HINT--make it a meal)
    - **If alcohol is present, the receipt will be removed from the reimbursement request**
  - If traveling with others, please note your meal on the receipt (we cannot reimburse for non-UAB individuals traveling with you [spouse, significant other, etc.])
    - **UAB Accounting will question a receipt if the items ordered look to be for more than one person**
5. **Hotel: (AirBnBs are not permitted per UAB Accounting)**
- Your hotel receipt must reflect a zero balance upon check out
  - If you split the hotel bill between two occupants, please make sure that the bills reflect that split and a zero balance is present on both bills
  - Incidentals are not reimbursable
  - **Room service is not allowed, which includes charging meals to your room account**
  - **Credit Card Statement with Proof of Charge should be included with the Hotel Room Billing statement**