The in-state and out-of-state daily maximums for meals and lodging are detailed in the State Accounting Procedures Manual, located in the UAM Office of Finance and Administration. UAM Operating Procedure 340.2 explains how the authority to exceed the daily maximum is requested and approved.

Travel Tip: The governmental rate for lodging is usually less than the convention rate. Employees should check the governmental rate first. Since there is often a limited number of rooms available at the governmental rate, employees should make hotel reservations far in advance of the travel dates.

The traveler is required to provide receipts for lodging expenses and registration fees. The traveler should also provide receipts for taxi, parking, and other incidentals to support the Amount claimed on the Travel Expense Reimbursement Form (TR-1).

Reimbursement for in-state meals without overnight travel is not allowed. The exception to this occurs when an employee is traveling with students. Reimbursement for out-of-state meals without overnight travel is allowed.

The maximum amount allowable per employee per trip is limited to $750.00. This maximum applies to all expenses relating to the trip (including items listed on the Travel Request, purchase orders processed for registration fees, motor pool charges, and airfare charged to the University's credit card). Approval to exceed the $750 maximum per trip will be made only in those situations where the University is requesting the trip.

The University has an American Express Business Travel Account (BTA) for the purpose of charging airline tickets. The proper procedures to follow for using UAM’s American Express BTA are detailed below:

1. The employee contacts the travel agency or airline for the purpose of obtaining flight information and ticket price. Without obligating the University, the employee may request that the travel agency or airline hold the reservation for twenty-four hours. In this case, the employee should immediately process the Business Travel Account (BTA) Form by obtaining all signatures and hand delivering it to the UAM Purchasing Office. The employee should request the Purchasing Office to call within twenty-four hours to confirm the reservation and charge the ticket.
When an employee contacts a travel agency or airline, he/she is not to indicate in any way that he/she is charging the airfare to UAM. The Purchasing Official is the only authorized official to make a charge to a University account. The American Express Business Travel Account number will not be released to employees.

2. The employee then completes the Business Travel Account (BTA) Form (see attachment).

3. After obtaining the proper signatures, the employee submits the form to the Purchasing Office.

4. The Purchasing Office will contact the travel agency or airline to charge the ticket to the University's American Express BTA.

5. The appropriate departmental budget will be expensed when payment is remitted by UAM to American Express.

If an employee uses this method of purchasing airline tickets, then the price of airfare should not be included in the Travel Request. However, a Travel Request with all necessary approvals must be processed before the UAM Purchasing Office can charge the ticket. The approved Travel Request indicates that the traveler is approved to make the trip, thereby authorizing the Purchasing Office to charge the airline ticket.