UAB FINANCIAL AFFAIRS
The University of Alabama at Birmingham

**UAB travel reimbursement is initiated using an Oracle Payment Request Form. UAB employees should follow the directions below to request reimbursement at the per diem rate for necessary travel expenses incurred in the course of UAB business.**

There are three allowable object codes for this Payment Request type:

- o 8301015: In-State Travel
    - Used for intra-state travel within the state of Alabama
    - For employees only
- o 8301020: Employee Business Mileage Reimbursement
    - Provides business mileage reimbursement at the state-mandated rate per mile, when it is related to in-state travel for which per diem is claimed
    - Not to be used for commuting between work/home, state car, car rental, UAB vehicle maintenance, or UAB vehicle gas/oil
- o 8301030: Employee Travel-Tax Per Diem
    - Required by IRS if applicable
    - Used for employee meal allowances and meal/lodging per diems if no overnight stay
    - Will appear on employee's IRS W2 report

For specific object code information, visit the Object Code Search on the UAB Financial Affairs website.

| | |
|---|---|
| Log in to **Oracle HR & Finance**<br>• Navigate to **my.uab.edu**<br>• Locate and click **Oracle HR & Finance** |  |
| Open the **Oracle Navigator**<br>• Click on the **3-lined "hamburger"** icon in top left corner |  |
| Navigate to **Payment Request** via UAB FN Document Entry/Approval or UAB Requisition Input<br>• *UAB FN Document Entry/Approval used as an example* |  |

Enter **Payment Request Header Info**:
1. Select Payment Type: PER_DIEM_ EMPLY_ TRAVEL
2. Check Emp Payment box
3. Add Employee Name
4. Click Save in the toolbar
5. Then, a Payment Request Number will be created



Note: Click here for Oracle Payment Request training.

Enter **Specific Travel Info**:
- Click **Add Documentation**



Add **Contact Information:**
- Fill in all yellow (required) fields



| | |
|---|---|
| Emp / Student Name | Name Here |
| Uab Ext | 55555 |
| Airline Ticket Req Num | |
| Purpose Of Trip | Conference |

Enter **Points of Travel**

**Points Of Travel**

| Line | Trvl From | Trvl To | Trvl Mode | Trvl Date |
|---|---|---|---|---|
| 1 | Birmingham | Montgomery | personal vehicle | 05-SEP-2023 |
| 2 | Montgomery | Birmingham | personal vehicle | 06-SEP-2023 |

Enter **Requested Amounts for Reimbursement**, beginning with **Primary Transportation**
- If entering **Number of Personal Car Miles** the system will automatically calculate the amount due, based upon the IRS standard mileage rate.
- Any expenditures incurred for airfare, train, or rental car can be entered in the **Plane, Train, Rental Car, Etc. (Attach Stubs) field.**

**Requested Amounts For Re-Imbursement**

**Primary Transportation**

| Line | Month Day & Year | Number Of Personal Car Miles | @ Daily Rate | Day Rate Total | Plane, Train, Rental Car,Etc (Attach Stubs) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | .00 |

Note: For information about allowable expenses and other travel policies, visit the Financial Affairs Traveling page.

Enter **Meals and Lodging**
- Enter the the times of departure and return under **Depart** and **Return** fields using the HH:MM format (i.e., 8:00, 10:00).
- Enter the **Amt Per Diem Clmd** based on your departure and return times and the [information found on the Financial Affairs Traveling: In-State Travel page](#).

**Meals and Lodging**

| Depart AM | Depart PM | Return AM | Return PM | Amt Per Diem Clmd |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Total | .00 |

Add **Miscellaneous Expenses** (if applicable)
- The **Miscellaneous** area will be used to itemize expenses such as taxi or limo fares, tips, parking, etc.
- Each line in this area is numberd the same as if it actually appeared on the same line with the **Primary Transportation** and **Meals and Lodging** information.
- Amounts in this region are calculated and the subtotal is populated in the **Total** field.

**Miscellaneous**
Taxi/Limo, BusinessPhone, Parking,Etc.)
Attach Original Receipts Where Applicable

| Line | Itemize Expense Type | Misc Amounts |
|---|---|---|
| 1 | Taxi | 12.00 |
| 2 | Parking | 10.00 |
| | | |
| | | |
| | | |
| | Total | 22.00 |

Review **Total Due**
- The **Total of Expense Account** and **Total Due** fields will be maintained by the system by calculating the subtotals found under the **Primary Transportation**, **Meals and Lodging**, and **Miscellaneous** regions.
- If there are any prepaid or non-reimbursable expenditures, the user should indicate those costs by populating either the **Minus Prepaid Expend** and/or **Minus Exp. Not Reimbursed**.

| | |
|---|---|
| Total Of Expense Account | 128.29 |
| Minus Prepaid Expend | |
| Minus Exp. Not Reimbursed | |
| **Total Due** | 128.29 |

**Save**
- Click the **Save** icon at the top of the window

File | Edit | View | Folder | Tools | Actions | Window | Help

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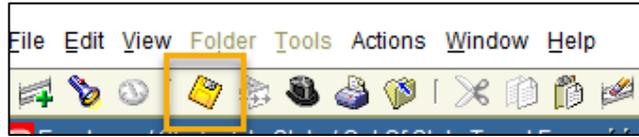
Complete the **Traveler Certification Statement**
- The traveler's certification statement will need to be printed or saved to PDF, signed by the traveler, and uploaded to OnBase with other supporting documentation.

I hereby certify that :
- the travel and expenses indicated hereon where incurred in the performance of official UAB business pursuant to travel authority granted to me by UAB.
- I have not been and will not be reimbursed for any of these expenses by any other entity.
- there are no alcoholic beverages included in these expenses.
- I agree to the rate at which I am being reimbursed.
- this travel voucher has been completed in compliance with UAB policies.

Signature of Traveler : _____
Date : __/___/___

Print | Close

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Close the **Add Documentation** window
- **Click the X** in the upper right corner of the window

File Edit View Folder Tools Actions Window Help | ORACLE
Employee / Student In State / Out Of State Travel Form
Payment Req Info
Payment Req Num 6979566 | Status INCOMPLETE
Supplier Name

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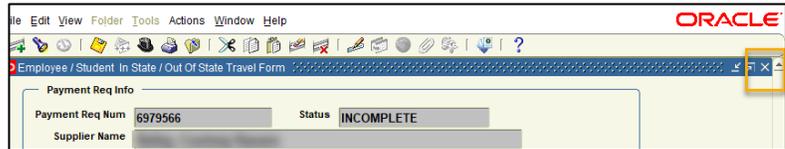
Add **Invoice Line(s)**
- Add amount(s) to be reimbursed based on what you entered in Add Documentation
- Use only allowable object codes
  — Use the object code 8301015 to identify in-state travel
  — Allowable object codes are 8301015, 8301020 and 8301030
  — For specific object code information, visit the Object Code Search on the UAB Financial Affairs website
- Click Save

Payment Request
Payment Request Number 6979566 | Requestor
Payment Type PER_DIEM_EMPL_TRAVEL | Status INCOMPLETE
Employee Number | Emp Payment ✓ | Submit Date
Employee Name | Wire Payment ☐ | Wire Info
Supplier Number 853480 | Documentation ✓
Call Extension
Total Amount .00

Submit | Copy | Cancel | Add Documentation | Reassign | Log

Invoice Line Number | Invoice Number | Invoice Date | Invoice Amount | Distribution Total
1

Distribution
View All Distributions

Apply Distribution to all invoices

**Note:** Click here for specific instructions on Entering the Invoice on an Oracle Payment Request

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Upload **Supporting Documents** to **OnBase**
- Add all supporting documentation for travel reimbursement using OnBase

File Edit View Folder Tools Actions Window Help | ORACLE
OnBase
Payment Request
Payment Request Number 6979566 | Requestor
Payment Type PER_DIEM_EMPL_TRAVEL | Status INCOMPLETE
Employee Number | Emp Payment ✓ | Submit Date
Employee Name | Wire Payment ☐ | Wire Info

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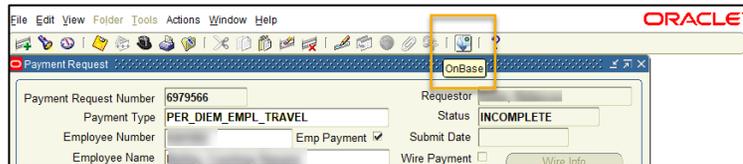
**Submit** the Payment Request

- Click **Submit** to complete the process