Guest Speaker Travel

As a multi-collaborative research institution, UAB often invites guest speakers to present current research on a variety of topics to the UAB Community. These individuals are guests of UAB. An individual may be considered a guest speaker when it can be clearly established that:

* The travel to UAB involved a colloquium or lecture for either Departmental or University benefit.
* The travel was at the specific request of UAB.

Except for the special airline ticket requisition and hotel PO procedures discussed below, guest speakers should be informed that they will be responsible for paying the travel expenses incurred in connection with their visit.  Reimbursement to the guest speaker (to the extent permitted by policy) will be made for such costs only after the trip.

**Items not addressed below follow the same guidelines as Employee Travel.**

**Documentation**
Guest speakers should be reimbursed for their expenses after the trip using an electronic Oracle Payment Request.
Original receipts are required for **all** expense reimbursement items other than baggage-handling tips.

**Expenses**
Guest speakers must be reimbursed for actual meal/hotel expenses, not per diem.

**Mileage**
Reimbursements for private car mileage must be based upon the federal mileage rate.

**Adventure Travel**
Guest speaker airline tickets may be obtained using the UAB Airline Ticket Requisition process through the UAB Travel Center. The requisition should clearly indicate that the traveler is a “guest speaker” and object code 8602599 should be used as part of the account string.

**Lodging**
Specially-worded purchase orders may be issued to secure a room at some local hotels for guest speakers visiting the UAB campus.  For written instructions on the proper use of this special Hotel PO procedure and a listing of the local area hotels that have entered into contracts with UAB, see the [Procurement](http://uabfinancial.infomedia.com/content.asp?id=195417) website. (Note: Limited Purchase Orders, normal Purchase Orders, and Payment Request forms cannot be used for this purpose.)

**Alcohol**
Guest speakers cannot be reimbursed for alcoholic beverages or alcohol-related costs under any circumstances.

**Internet Usage**Internet use that is related to their UAB business is reimbursable.

**Reimbursement**
Prior to arrival, guest speakers should be given the “Guest Travel Template” ([click here](http://www.contentedits.com/img.asp?dl=1&t=2&id=30692)) which should be completed (including reimbursement amounts) and signed either prior to leaving UAB or sent back to UAB after arrival home. In addition, guests should be referred to the Financial Affairs web site for applicable guidelines related to travel reimbursement ([click here](http://www.contentedits.com/img.asp?dl=1&t=2&id=30077)). As long as the Guest Travel Template is completed and signed, it is NOT necessary for the guest to also sign the Oracle reimbursement form. Guest speaker travel costs should be charged to Oracle object code 8602599 using the GUEST\_SPEAKER\_TRAVEL template. Note that a W9 must be completed in order for them to be set up in Oracle as a supplier for reimbursement purposes.