

Travel Expense Quick Reference

See the [University Travel Policies](#) for more detailed information.

| Expense | In-State | Out-of-State | International |
|--|---|--|---|
| Lodging (UA Employees) | Paid out of pocket, submit for reimbursement on In-State Travel Voucher (Subject to Per Diem) | P-Card (\$250/night maximum, additional justification/approval for higher rates) | P-Card (Maximum per night based on U.S. Department of State Foreign Per Diem rates) |
| Meals | Paid out of pocket, submit for reimbursement on In-State Travel Voucher (Subject to Per Diem) | Paid out of pocket, submit for reimbursement on Out-of-State Travel Voucher (Subject to daily limits) | Paid out of pocket, submit for reimbursement on International Travel Voucher (Subject to daily limits) |
| Conference Registration Fees | P-Card | P-Card | P-Card |
| Airfare | P-Card (Only allowable when it is the most economical option. Additional justification required.) | P-Card | P-Card |
| Ground Travel (Ex.: Taxi, Shuttle, Rental Car, Parking fees, etc.) | P-Card | P-Card | P-Card |
| Mileage | In-State Travel Voucher | Out-of-State Travel Voucher | International Travel Voucher |