



UNIVERSITY OF SOUTH ALABAMA TRAVEL SERVICES

REQUEST TO WAIVE TAXATION OF USA TRAVEL REIMBURSEMENT

It is the policy of the University of South Alabama that travel forms requesting reimbursement of an expense should be filed within **sixty (60) days** of the date the expense is paid. The University reserves the right not to reimburse expenses on travel forms submitted 60 days or more after the date the expense is paid.

Reimbursements made where the travel forms are filed subsequent to 60 days after the date the expense is paid will be treated as income subject to withholding according to federal income tax regulations section 1.62-2.

By completing the form below, you are requesting that taxation of your reimbursement be waived. It should be understood that although submitting this form for exemption is necessary for consideration, doing so will not automatically result in the taxation being waived. **Both the traveler and the immediate supervisor must sign and date this form.** The form should accompany the travel reimbursement form upon completion.

Traveler Information

Name:

Last *First* *M.I.*

J#:

Travel Date(s):

From *To*

Reason for request:

Signature of Traveler

Signature of Supervisor

Date: _____

Date: _____