

Travel Card Transaction Log Guidelines

1. Logs are due 5 business days after the close of the credit card cycle. The cycle ends on the 15th of each month or the first business day after the 15th. The total on the log must match the total charges on the credit card statement. A copy of the statement must be attached to the log.
2. POs and the original receipts are required to be attached for all charges on the travel card. The only receipts required with the TR-1 are for charges paid with the travelers' personal funds which will be reimbursed to the traveler.
3. The traveler's name must be on all receipts. This is sometimes a problem with registrations paid online and shared rooms. It is fine to have one receipt for multiple people staying in the same room or multiple registrations if all names are on the receipt. **Please make a separate line on the transaction log for each PO and the amount to be charged.**
4. If the actual days of travel are before or after the dates on the PO you must submit a Change of Date form signed by the departmental chair and VP or Provost. The form is on the UCA Travel website.
5. Each over per diem lodging must have a justification attached to the log. This can be a note on the receipt with a signature, a typed memo or a copy of the first page of the traveler's TR-1 with the completed "Special Lodging Authorization" section. **Please, note that a one-word explanation such as "networking" or "safety" alone is no longer a valid justification per UCA Internal Auditors. An explanation showing the benefit to UCA is also needed.**
6. Per State of Arkansas Travel Procedures, airfare purchased less than 14 days in advance must have approval from the Travel Administrator prior to purchase. Please see the steps to obtain approval outlined on page 9 of the UCA Travel Procedures Manual. An Improper Travel Authorization form must be completed for each purchase made less than 14 days in advance without prior approval.
7. Airfare receipts must show the class of ticket e.g. "economy", "coach" or the equivalent. State regulations prohibit using state funds for upgrades such as first class, early check-in or preferred seating. **The basic ticket should be purchased with the**

UCA card and the upgrades may be purchased later using the traveler's personal credit card. If the only seats available are preferred, do not choose a seat as the airline will assign the seat and you will not be charged extra.

8. Refresh pivot table and check each PO balance before submitting the log to ensure you have sufficient funds to pay travel card charges and reimbursements to the traveler.
Increase POs as needed.

9. If the traveler is staying extra days and flying later or earlier due to personal reasons we must have proof that the flight purchased was not more than the flight would have been for official business. This also applies if flying to or from a different airport for personal reasons. **When purchasing airfare**, print out a comparison of the airfare for official business to compare to the flight which includes the extra personal days and/or change in departure or destination. The traveler must reimburse the difference in flight costs if the changes for personal reasons cost more than the official business airfare.

10. Memberships are not considered a travel expense and can be paid on the travel card only if it is required to be paid with a registration. If the membership is paid with registration it must be paid on the 710101 account code either on a separate PO or a separate line item on the travel PO.