

Travel Procedures

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TRAVEL STAFF PHONE NUMBERS

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Employees may be reimbursed for travel expenses when they are required to travel away from their official station on university business. The main function of the Travel Office of the University of Central of Arkansas is to process travel requisitions and assist with direct billing of travel expenses in a timely and accurate manner, in accordance with regulations of the State of Arkansas¹ for those who are authorized to carry out official duties. Travel may only be processed when all state and university required approvals and/or documents have been completed and received by the Travel Office. The information in this manual will serve as basic travel processing guidelines for all university departments.

Travelers will not be reimbursed any portion of expenses determined to be personal in nature and will be required to reimburse the university for all personal expenses paid directly by the university. This includes but is not limited to airfare, lodging, meals, parking, and rental cars. Travelers will not be reimbursed for any expenses incurred using personal funds, as allowed, until after travel is complete.

Employees traveling on official business must have an Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-1 form on file with the Physical Plant. The VSP-1 and the Driving Safety Tips are located on the Physical Plant's website.

TRAVEL REQUISITIONS

When travel is anticipated, a travel requisition must be completed for the actual dates of travel and estimated total cost. Every effort should be made to have a Purchase Order in place before the travel occurs. **A Purchase Order is required prior to incurring any expenses on a UCA credit card.** Process one requisition in the traveler's name for each trip unless paying a vendor directly by check or wire, or if paying expenses for travel in a subsequent fiscal year (see additional information at Prepayment of Expenses).

Example #1: The conference does not accept credit card payments or registrations for multiple travelers will be paid directly to the vendor. Process one requisition in the

¹ <http://www.dfa.arkansas.gov/offices/accounting/Documents/travelRegs.pdf>

vendor's name and one in the traveler's name. List the vendor's requisition number in the document text of the Traveler's requisition.

Example document text for vendor's requisition:

- WHEN – January 18-22, 2018
- WHERE – Orlando, FL
- WHY – Registration for the ABC Conference
- WHO – John Doe, Jane Doe and Victor E Bear

Example document text for traveler's requisition:

- WHEN – January 18-22, 2018
- WHERE – Orlando, FL
- WHY – ABC Conference
- Airline and lodging will be paid with the ghost credit card
- Registration payment by check to ABC on R00123456

Example #2: Process a requisition in the traveler's name to pay registration and airfare for travel in the following fiscal year.

Example document text first requisition:

- WHERE – Orlando, FL
- WHEN – July 8-12, 2018
- WHY – XYZ Conference
- Early-bird registration discount ends March 30, 2017
- Registration and airfare only. Will process a requisition for all other expenses next fiscal year.

Example document text second requisition:

- WHERE – Orlando, FL
- WHEN – July 8-12, 2018
- WHY – XYZ Conference
- Registration and airfare paid on P0XXXXXX last fiscal year.

Travel requisitions require detailed travel information to be included in the document text. The following information must be included on all travel requisitions including standing orders:

- **Who** – Traveler if the PO is not in the traveler's name
 - List Guests of State if applicable
- **Where** - Destination/Location
- **When** – Actual dates of travel
- **Why** - Purpose of the trip

An estimated amount for each expense is required in the document text if the traveler is requesting an advance.

There should be no tax on travel requisitions.

The travel account numbers and commodity codes are:

- **717100** – Commodity code **96287** Individual Travel-Official Business
- **717110** – Commodity code **96288** Student Group Travel
 - **This should include all student group travel EXCEPT to conferences (see below 717115/96289).**
- **717111** – Commodity code **96281** UCA Student Individual Travel
 - **This should include all requisitions in an individual student's name, regardless of the type of travel/event.**
- **717115** – Commodity code **96289** Individual-Travel Conference/Convention
 - **Includes all travel to conferences, including student travel to conferences, unless the requisition is in the individual student's name (see above 717111/96281).**
- **717116** – Commodity code **96290** Webinars and On-Campus Seminars
- **717120** – Commodity code **96286** Recruitment Travel
- **717121** – Commodity code **96282** Staff Development Travel
- **717200** – Commodity code **96285** Charter Services
- **717201** – Commodity code **97113** Rental Cars
- **717202** – Commodity code **96256** Employee Moving Expenses

STANDING TRAVEL PURCHASE ORDER

Standing Travel Purchase Orders are intended to eliminate excess paperwork for those travelers who anticipate traveling on a regular basis (excluding conferences) during a fiscal year. Standing Travel Purchase Orders may cover a portion or all of a fiscal year but may not cross fiscal years. For example, a faculty member will be supervising student teachers in various Arkansas cities during the fall semester. Process a travel requisition for the date range and the total amount of estimated expenses. Submit a TR-1 to the Travel Office by the fifth working day of each month and mark **FINAL** when the final TR-1 for a Standing Travel Purchase Order is submitted. **When, where, and why** must be listed in the document text on a Standing Travel Purchase Order.

Example document text:

- **When:** August 15, 2017 – December 31, 2017
- **Where:** Various Arkansas cities
- **Why:** To supervise student teachers

SHARED TRAVEL EXPENSES

Per State of Arkansas Travel Regulations, Rule 2 p. 2, all employee travel reimbursement claims must be completed for payment to the individual traveler. One employee may not include on his travel payment request the expenses of another employee.

For example, Joe Smith (state employee) pays for his hotel room and for the hotel room of Tom Jones (state employee). Joe will only be reimbursed for his room or his half of the room.

PERSONAL DAYS ADDED TO OFFICIAL BUSINESS TRAVEL

State funds cannot be used for expenses on personal days while on official business travel. **List official business travel dates and personal dates separately in the requisition document text.** Lodging for added personal days may not be charged on a UCA sponsored credit card or Ghost Card. Airfare altered for personal reasons must have documentation that the changes did not cost the university more than the official business only travel would have cost. An airfare comparison showing official business days and /or locations **MUST** be printed on the same day as the airfare purchased with personal days added or location changes. Travelers are required to reimburse the university at the time of purchase if the airfare purchased is more than the official business airfare. Attach comparison documentation to the TR-1 form or Travel Card Transaction Log. See **TRAVELING WITH FAMILY/PERSONAL TRAVEL** on page 10 for additional information.

MEALS

Please note that meal reimbursement is **NOT** a per diem, and is to be claimed for **ACTUAL EXPENSES, NOT TO EXCEED THE MEALS AND INCIDENTAL EXPENSE (M&IE) *TOTAL* AS LISTED IN THE FEDERAL TRAVEL DIRECTORY.** The maximum allowance for meals INCLUDES taxes and up to 15% tip reimbursement as provided in ACA 19-4-925(b) of the State of Arkansas Travel Regulations. To determine the maximum daily meal allowance, see <http://www.gsa.gov/portal/category/21287>. If the city or county of destination is not listed, the standard M&IE total is applicable. Gratuity in excess of 15% is only allowed if the restaurant adds a mandatory gratuity due to the size of a student group. Meal reimbursement requests must be reduced for meals provided as part of the conference registration. **Attach the conference agenda to the TR-1 documentation showing which meals are provided as part of the conference package.** Allowances may be made in writing to allow the traveler to claim meal reimbursement if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs. A doctor's note is required for medical reasons.
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs;
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

Per state regulations, the traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. The number of meals for which one can be reimbursed per day is determined by the departure and return times of the traveler as listed on the

TR-1. Allowance is based on the destination city. Conway is the destination city on the last day of travel.

- A traveler must **leave** at or before 6:00 a.m. to claim breakfast.
- A traveler must **leave** before 1:00 p.m. to claim lunch.
- A traveler must **return** at 11:00 a.m. or after to claim lunch.
- A traveler must **leave** before 6:00 to claim dinner.
- A traveler must **return** at or after 6:00 p.m. to claim dinner.

Use the following chart for the maximum M&IE allowed for each meal. To calculate the maximum allowed for each meal:

- Breakfast; divide the daily limit by 6.
- Lunch; divide the daily limit by 3.
- Dinner, divide the daily limit by 2.

Domestic Travel						
Maximum Allowed	55.00	56.00	61.00	66.00	71.00	76.00
First Day of Travel	41.25	42.00	45.75	49.50	53.25	57.00
Breakfast	9.17	9.33	10.17	11.00	11.83	12.67
Lunch	18.33	18.67	20.33	22.00	23.67	25.33
Dinner	27.50	28.00	30.50	33.00	35.50	38.00
Last Day of Travel	41.25	41.25	41.25	41.25	41.25	41.25

The University is NOT allowed to pay for or reimburse for alcoholic beverages.

MEAL REIMBURSEMENT WITHOUT OVERNIGHT STAY

A traveler may be reimbursed for meals if travel is for a period of twelve hours or more without an overnight stay. Itemized receipts and a completed Day Travel without Overnight Stay form must be attached to the TR-1. Reimbursement will be for actual expenses up to 75% of the maximum daily allowance. Exceptions *may* be allowed in certain situations with prior approval from the Travel Office, but will not be allowed without prior approval.

CONFERENCE/REGISTRATION FEES

Conference registration fees may be paid on the UCA Ghost Card, a UCA sponsored credit card, or with the traveler’s personal funds. To pay a registration with the UCA Ghost

Credit Card, a traveler must complete a Ghost Credit Card Form – Registration and come to the Travel Office.

A copy of the conference agenda or other documentation showing which meals are provided at the conference must be attached to the TR-1.

LODGING

Lodging may be paid on the UCA Ghost Card, a UCA sponsored credit card, or with the traveler's personal funds. Advance payments or deposits for lodging are only paid if required by the vendor. ***Please note, the Travel Office does not make reservations, only required payments.*** To make a reservation using the UCA Ghost Credit Card, a traveler **must** complete a Ghost Credit Card Form - Lodging, come to the Travel Office and use one of the Financial Accounting Travel Office computers.

The maximum daily allowance will be limited to the federal per diem rate depending on the location for both in state and out of state travel. Lodging costs that exceed the rates listed in the Federal Travel Directory by more than room tax may not be paid without a written request to the Travel Office. Requests must include a justification as to why it was in the best interest of the State to exceed the standard reimbursement rate. See the Federal Travel Directory per diem rates at <http://www.gsa.gov/portal/category/21287>.

When the maximum allowed for lodging is exceeded, the "Special Lodging Authorization" portion of the TR-1 must be completed. Reasons a traveler might be allowed to exceed the maximum allowance include, but are not limited to:

- Conference/event hotel
- Safety & availability – must give detailed explanation
- Networking – you must list why and/or with whom

Find the county or city of destination to determine the maximum lodging rate. If a county or city of destination is not listed, the standard rate is applicable. If the destination city is a suburb of a large metropolitan area, please note this on your TR-1.

Each state employee must pay for his/her own lodging expenses, regardless of payment method. When it is beneficial to the University for a UCA employee to share a hotel room with another state employee, the following guidelines should be observed:

- Names of all employees on itemized receipt.
- Sufficient funds on each traveler's purchase order to cover the lodging expense.
- A detailed receipt clearly showing the amount each traveler paid for the room.

Please note: Faculty and staff should not share a room with a student. Students may only share rooms with other students. Faculty and staff may share rooms and/or share with an adult from another institution/agency.

Travelers should note that most hotels require a personal credit card or cash deposit at check-in to cover the cost of incidentals. This deposit is the responsibility of the traveler; the University's ghost card DOES NOT cover this deposit. Food, beverages and alcohol should never be charged on a lodging bill paid with a university sponsored credit card. Travelers should check with the hotel prior to the dates of travel for information about specific requirements.

With the steadily increasing costs of motels and hotels, it is necessary for UCA employees to make every effort to obtain the best rates available. Asking the appropriate questions to the reservation personnel can often result in better room rates. The traveler must be responsible for specifically asking for discounts by name and should know the per diem rate when making the reservation. Examples of the questions that may be asked:

- What governmental, educational, or commercial rates are offered?
- If governmental rates are available, do State of Arkansas institutions of higher education qualify for them? (In most cases, university personnel are eligible. However, a UCA ID may be required for the traveler to be allowed to receive the discount.)
- Are other discounts available such as AARP, AAA, Sam's Club, or Retired Military? If an employee qualifies for any or all of these, each rate should be requested. The best rate offered should then be selected before a commitment is made.

A traveler should not assume that an advertised conference rate is the least expensive. Often the discounted rates mentioned above will result in lower rates. Also, rates at hotels not classified as the conference site are sometimes less expensive. A traveler should consider such factors as safety, proximity to meetings, costs of taxi fare, and benefits to staying at the conference site for networking purposes. Sometimes a significant rate savings can occur if travelers are flexible and willing to make an adjustment as small as staying at a hotel across the street from a designated conference hotel.

TRANSPORTATION

Travel may be conducted by plane, train, bus, taxi, private vehicle/aircraft, and/or rented or state-owned automobile. Whichever method serves the requirements of the state most economically and advantageously may be selected. You should also consider costs of the traveler's time, safety, parking fees, baggage fees, hotel, and meals, etc. in determining the most economical and advantageous method of traveling. Mileage reimbursement for out-of-state travel will be the lesser of coach class airfare or the established rate of private car mileage reimbursement (see Mileage Reimbursement for Privately Owned Vehicle).

AIRLINE TICKETS

All employee's airline tickets must be purchased with a UCA sponsored card, the UCA Ghost Card or by check to the airline for large groups, if allowed.

Travelers may only be reimbursed for airfare with documentation that it saves university funds. The traveler must provide documentation to the Travel Office and receive approval from the Travel Administrator **before** the airfare is purchased.

Unacceptable reasons:

- I was at home in the evening and I was afraid if I waited until morning the tickets would go up.
- It is the fourteenth day prior to my trip and if I wait until tomorrow I will have to get prior approval.
- I purchased tickets myself so I could be on the same flight as my family.

Acceptable reason:

- Airline tickets purchased at Southwest Airline are \$310 each and the same flight purchased through Delta was \$315. When I used my Delta Credit card to purchase my airline ticket the baggage fees for myself and the other two faculty members traveling with me were waived. Therefore, by paying for my own airline ticket I saved the university \$120.00 even though the other two faculty members put their airline charges on the departmental sponsored credit card.
 - $\$315.00 + \$0.00 = \$315.00$ Delta
 - $\$310.00 + \$25.00 = \$335.00$ Southwest
 - Difference of \$20.00 times three equal \$60.00 each way.
 - Printouts of the cost of the Southwest Airline tickets must be attached to the TR-1

Airline tickets should be purchased at least 14 days prior to travel. A written explanation and approval of the Travel Administrator must be obtained **prior** to purchasing airfare less than 14 days in advance of travel. This applies to UCA employees **and** guests of state. Requests to purchase airline tickets less than 14 days prior to travel must be made in writing via email, with approval from the appropriate Vice President or Provost. These requests should be sent directly by the Vice President or Provost (or designee, as communicated to the Travel Office) to the Travel Administrators: Pam Giblet, Project Coordinator for A/P & Travel, and Jeremy Bruner, Controller. A travel administrator must approve the request prior to purchase. **Purchase of airfare less than 14 days in advance of travel without prior authorization is a violation of state law.**

In the event of emergency (cancelled flights, etc.) where it would create an unnecessary burden or safety hazard for the traveler to obtain approval prior to purchasing, the 14 day requirement *may* be waived. The traveler and Vice President or Provost should alert the Travel Administrators about the situation at the time it occurs or as soon as possible after, and should still attempt to obtain prior approval if possible. The Travel Administrators will still review the situation to ensure it meets the standard of an emergency; common sense should be used in making this determination.

To pay airfare with the UCA Ghost Credit Card, a traveler must complete a Ghost Credit Card Form – Airfare, and must use one of the Travel Office computers located in McCastlain 011.

In the event a ticket cannot be refunded or used before it expires, a memorandum must be sent to the Travel Office from the traveler or guest of state's sponsor explaining why the airline ticket was not used and the procedures that he/she followed in an attempt to receive credit on behalf of the university for the unused airline ticket. The cancelled or voided ticket should be attached to the memorandum.

State funds cannot be used to pay for upgrades such as first-class, preferred seating, or early-bird check-in. Travelers should never use a UCA sponsored credit card or UCA Ghost Card to pay these fees. A traveler can only be reimbursed for one personal baggage fee per flight. This does not include baggage for equipment necessary to perform official business duties.

TRAVELING WITH FAMILY/PERSONAL TRAVEL

An employee who wishes to travel with family or friends while on official business, and wishes to purchase airfare/travel for both parties at the same time to ensure seating, etc., may use one of two options allowed by the Travel Office:

- The employee may purchase both tickets with a personal card and be reimbursed for *only* the employee's airfare AFTER travel is complete. The employee must obtain authorization from the travel administrator PRIOR to purchase, or reimbursement may not be allowed.
- The employee may use a travel agency that can split the invoice. The employee's ticket could be paid using a sponsored card or by check from UCA, and the remaining personal expenses would be paid separately. The employee is responsible for paying all agent fees when a travel agency is used for personal reasons.

All other rules regarding airfare or other forms of transportation discussed in these procedures still apply. 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.

If the traveler is staying extra personal days, purchasing upgrades, or flying to or from a different airport due to personal reasons, a comparison must be provided for the cost of the flight purchased compared to the cost of an economy class official business only flight. In order to obtain an accurate comparison, the cost of the economy class ticket for official business must be printed on the day of purchase. The traveler will be reimbursed the cost of the official business airfare.

VEHICLE RENTAL

The State contracts for rental cars are with Enterprise (Enterprise® Operating Alamo, Enterprise, National, and WeCar) and Hertz. These vendors must be used when renting a vehicle unless they do not provide service to your destination location. Please note **ALL** rental costs including fuel and tolls must be included on the traveler's PO.

Car rentals shall be limited to official business only. Contact the Physical Plant Motor Pool Department for local (leaving from Conway) rentals. Use the Enterprise website located on the travel page under MyUCA to guarantee the state discounted rates for all other car rentals.

Benefits received from using state contract with Enterprise:

- Damage Waiver Includes:
 - Vehicle protection up to a total loss when car is rented for business use
 - Renter is not responsible for loss and/or damage to the vehicle on business use rentals
- Liability Protection:
 - \$1 million Combined Single Limit protection in the case of an accident between UCA employee on business and third party
 - Primary protection for business use rentals
- Coverage applies to business use rentals for Enterprise when using the State of Arkansas rental contract account.

VEHICLE RENTAL JUSTIFICATION

A traveler should only use a rental vehicle when it is more economical than taxi, airport shuttle, etc. The Justification for Rental Car portion of the TR-1 must be completed for all non-local rentals and documentation of savings such as taxi rates or shuttle prices attached to the TR-1. Rentals picked up at the Physical Plant or Conway location do not require a justification.

Use <https://www.taxifarefinder.com> or similar website for comparison documents. Travel other than to and from airports and place of lodging must be documented as official business. Travel to go out to eat is considered personal use. Any portion of car rental expense that is determined to be personal in nature will be the responsibility of the traveler.

MILEAGE REIMBURSEMENT FOR PRIVATELY OWNED VEHICLE

The Office of Accounting, a Management Division of Department of Finance and Administration, has conveyed that a traveler cannot claim only gasoline expenses when driving his/her personal vehicle. Travelers must be paid mileage at the current rate of \$.42 per mile for official business use of a personal vehicle. Gasoline for official business use of a personal vehicle should not be charged on a UCA sponsored credit card. Compute mileage using the **shortest** major highway route in miles between the travel site destination and the employee's official station or residence, if leaving directly from the

residence, whichever is less. List vicinity mileage separately from "To and From" mileage and note as such. If more than one traveler is transported in the same vehicle, only the owner can claim mileage reimbursement. Official mileage will be verified via the Google Maps website located at <http://maps.google.com>.

A UCA employee's insurance is primary when traveling. Per Rule 2 of the Arkansas travel regulations, "The state assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the operator of the vehicle while on official business for the state".

For trips where the destination is 400 miles or more from the employee's "official station", the minimum miles traveled per day to be eligible to collect a night's lodging must be 400 miles. The requirement to travel a minimum of 400 miles daily has no effect on in-state travel nor does it affect travel outside the State where the destination is less than 400 miles from the employee's "official station". It addresses the period of time the employee(s) spends "en-route" or in "travel status" reaching the destination.

Please note: List mileage in whole numbers on the TR-1 using the standard rounding for whole numbers.

MISCELLANEOUS EXPENSES

Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties. **Receipts are required.** Reimbursement for phone calls/internet shall be limited to those pertaining to official business and noted as such in the comments section of the TR-1 form. Membership dues are not a travel expense and must be paid on the supplies and service account code 710101. Membership dues paid in conjunction with a registration require a separate PO.

The following expenses are not allowed for individual travel:

- Personal entertainment
- Flowers
- Valet services (valet parking only when other options are unavailable)
- Laundry
- Cleaning
- Movies or other similar services
- Any meal expenses for another state employee
- Any other expenses not directly related to University business
 - Personal phone calls or internet use
 - Transportation to go to dinner

SPECIAL TRAVEL AUTHORIZATION

Special authorization must be obtained from a Travel Administrator in order to pay an employee's travel expenses for staff development events or other travel expenses outside of the employee's normal work duties. This does not pertain to conference travel. A completed Special Travel Authorization form listing the employee name(s), benefit to the State, and the event agenda (if applicable) must be forwarded to the Travel Office and approved by a Travel Administrator before the requisition can be approved. Payments may be made directly to the vendor or as an employee reimbursement and include, but are not limited to:

- Staff retreats or staff development events
- Activities of the Board of Trustees in fulfilling its responsibilities
- Faculty/Staff Team building
- Faculty and/or Student Recruitment
- Student Training/Development

The form may be found on the AP/Travel website.

NON-STATE EMPLOYEES / GUESTS OF STATE

A volunteer, non-state employee, or an official guest of the State, whose activities or services benefit the State, may be allowed reimbursement for actual expenses for meals, lodging, transportation, and incidental expenses when submitted on a TR-1. Non-state employees claiming expenses may be reimbursed for coach or economy class airfare.

An employee may pay a Guest of State's travel expenses and claim reimbursement as incidental expense on a TR-1. Include the name of the Guest(s) of State in the document text of the employee's travel requisition. A TR-1 with the Guest of State's expenses listed under incidentals must be submitted to the Travel Office. Attach receipts for all expenses for the Guest of State including meals.

MOVING EXPENSES

Reimbursement for moving expenses requires an approved travel purchase order. Itemized receipts and the portion of the employee's contract stating the amount allowed for moving expenses must be attached to the TR-1. If there is no contract, attach a letter stating the employee's moving expense allowance signed by a Vice President or Provost.

Items reimbursable with itemized receipts include packing material, truck rental, and/or the services of a commercial moving company for crating, loading, unloading, and transportation, and one night's lodging if moving more than 400 miles and meals while traveling. Travelers may be reimbursed mileage for one personal vehicle driven. Transportation costs for boats, recreational vehicles, and other items not normally used in the home are not reimbursable.

In accordance with IRS regulations, this reimbursement of moving expenses will be treated as taxable income, and therefore subject to tax withholding. This withholding will

be processed through Payroll. Please direct questions regarding subsequent tax withholding to Human Resources.

ADVANCES

A traveler may receive an advance for the estimated out-of-pocket expenses up to 50% for domestic travel, 75% for international travel and 90% for student group travel. No advances will be given for airfare, registration fees, vehicle rental, hotel, or other expenses that may be paid with a UCA credit card. The advance check can be obtained in the Travel Office 1-2 working days prior to the trip. The amount will be calculated by taking an estimate of allowable expenses, multiplied by the percentage determined by the destination and type. The amount of the advance will be the lesser of the advance calculated and the balance available for advance on the traveler's PO.

The traveler must sign a Travel Advance Agreement and file a TR-1 within five working days after returning to his/her official station upon completion of travel. Failure to do so may result in suspension of future advance privileges.

University personnel who have received a sponsored credit card are discouraged from receiving a travel advance. Should it be necessary for a cardholder to apply for a travel advance, a letter of request from the traveler's immediate supervisor must be submitted to the Travel Administrator, justifying the advance by explaining why the anticipated expenditures cannot be charged to the traveler's sponsored credit card. State regulations prohibit the traveler from receiving an advance without proper justification. Doing so may cause the loss of use of a sponsored credit card.

If the traveler is claiming expenses above the amount of his/her advance, the funds will be direct deposited into the traveler's bank account. The Travel Office will e-mail the traveler if the advance exceeds the reimbursable expenses. Travel advances must be repaid within 23 days of the traveler returning to his/her official station. Failure to settle travel with or without advances by the due date may result in suspension of future travel privileges.

PREPAYMENT OF EXPENSES

Restrictions apply for travel booked on June 30 or prior that will occur on July 1 or later. Conference fees may be paid for travel in a subsequent fiscal year in the case of an early bird rate or other savings to the University. In such cases, airfare related to the conference may also be purchased in advance. These expenditures must come from current year funds, however, as the State does not allow the obligation of future revenues for current expenditures related to travel.

Other expenses may be allowed in a current year for travel in a subsequent fiscal year if there is a benefit to the University. Documentation and prior approval is required. The Travel Office WILL NOT approve requisitions for travel in a subsequent fiscal year unless documentation of savings has been received.

SETTLING TRAVEL/TR-1

The traveler is to submit a claim for reimbursement of actual expenditures on the most current version of the TR-1 form within five working days after completion of the trip. Reimbursement prior to travel is not allowed. All applicable fields must be completed and required receipts stapled to the TR-1. Dates and locations on the TR-1 must match those on the Travel Purchase Order. If a change of date is necessary, a written explanation, signed by the Vice President or Provost, must be provided.

The traveler should also inform the Travel Office of any expenses included on the TR-1 that will be reimbursed by other parties (i.e. the UCA Foundation, civic organizations, etc.)

The traveler's supervisor must sign the TR-1. The supervisor will have a better awareness of actual dates traveled and trips cancelled. Supervisors should check for excessive expenses, claiming meal per diems, personal use, and other sources of funding.

It is mandatory that all employee's reimbursements be direct deposited.

GROUP TRAVEL

State supported institutions of higher education may provide travel expenses for a group or number of students when accompanied by a coach, instructor or sponsor. The group must travel and be recognized as a cohesive unit representing not only UCA, but exemplifying the State of Arkansas in their behavior, attitudes, interests, presentation and conduct. In these circumstances, the payment of group travel expenses, including those of students and employees, may be authorized as follows:

Meals and lodging, transportation, entertainment, within reasonable limits, to ease the pressure on students of their objectives, costs of group activities, including gratuities, laundry, cleaning and favors.

Submit a requisition in the sponsor's name for estimated expenses with the group and details of activities listed in document text. The sponsor is responsible for completing the travel requisition before travel occurs and submitting expenses on a Group Travel Reimbursement Form within 5 working days after the completion of the trip. Receipts are required for all group travel expenditures including meals.

Several faculty, staff members, or students traveling together do not constitute group travel. Contact the Travel Office if you are unsure whether your trip constitutes group travel.

RECEIPTS

The traveler is responsible for obtaining detailed receipts for the following expenditures:

- Lodging receipts must have the traveler's name, individual room rate and tax listed separately, and payment information.

- Registration receipts must have traveler's name, amount paid, and detail of items purchased.
- Airfare receipts must have traveler's name, amount paid, confirmation number and class of ticket.
- Parking receipts are required for all parking expenses incurred
- Rental Car - Must have traveler's name and amount paid.
- Charges for business-related telephone calls/internet.
- All incidental expenses **including taxis** (including Uber, Lyft, etc.) must have detailed receipts.
- Expenses claimed for a Guest of State must have detailed receipts.

SPONSORED CREDIT CARD RECEIPTS

Receipts required to be provided to the Travel Office, that have not been provided within 45 days of the completion of travel, or within 90 days of the date of expenditure, whichever is earlier, will be considered personal, and must be reimbursed to the University or will be deducted from the traveler's TR-1 settlement or pay check. Repeated violations may result in suspension of sponsored card and/or travel privileges, at the Travel Administrator's discretion.

Personal charges are not allowed on UCA Sponsored Credit Cards and are justification for revoking card privileges.

Departments may require employees to submit meal receipts but the Travel Office does not require receipts for the traveler's meals on an individual travel PO.

All required receipts, regardless of method of payment, must be turned in to the Travel Office.

IT IS BETTER TO HAVE A RECEIPT AND NOT NEED IT THAN TO NEED A RECEIPT AND NOT HAVE IT!

NOTE: Due to fiscal year end deadlines, all TR-1s and Travel Card Transaction Logs for travel prior to July 1 of any year must be submitted to the Travel Office by July 5, or the first business day after, if the 5th is on a weekend or is a holiday; no exceptions.

APPEALS

Travelers may appeal disallowed payments, denied reimbursements, suspensions of sponsored card / travel privileges, or any other decisions made by the Travel Office using the Travel Appeal Form, located on the MyUCA Travel forms. Appeals must be initiated by the traveler and approved by the Vice President or Provost and the President.