HUMAN RESOURCE SERVICES

Human Resources Travel Guidelines for the Guest of State

The Office of Human Resources has provided the following instructions to process travel for Guest of State (GOS), which is in accordance with the UALR travel guidelines. This process must be initiated in Human Resources instructions: BTA cards CAN NOT be used for the candidates that Human Resources.

1. Ensure the GOS you want to invite to campus are on the approved Affirmative Action Review form (AA) before they are invited to campus.

2. Starting making travel arrangements seven to fourteen days in advance this will help cut cost. The department will be responsible for cost in excess of the allotted amount; Airfare: $800, Hotel: $150, Meals $54.00 daily.

3. Contact Travel Shop-663-2203 (Air Fare can not exceed $800)
   E-mail: Vee_Mccrory@yahoo.com (Vee McCrory)
   Copy: carlacrews@hotmail.com (Carla Crews)
   Note: Travel Shop will send the confirmation to the hiring department, print the e-mail (be sure the cost is included on the print out), attached the itinerary, and submit them with the TA to Human Resources.

4. Complete the Travel Authorization (TA) and submit to Human Resources
   a. Attach documentation from Travel Shop
   b. Submit W-9 (have GOS complete)

5. Hotel Reservations – Human Resources will make hotel reservations for the GOS when a TA is submitted and forward the confirmation to the hiring department and the department will forward it to the GOS.

6. Reimbursements – should be submitted to the Office of Human Resources

   a. For employee – complete a claim reimbursement form with original receipts. Employees paying for GOS meals are encouraged to pay on separate tickets; both detail and credit/debit receipts must be submitted.
   b. For GOS – complete a TR-1 and attach the original receipts, GOS must submit original receipts within twenty four hours of returning home.

   Note: There are only five days to complete the entire reimbursement process for employees and guest of state.

7. Forms are located on
   a. Travel Authorization http://ualr.edu/purchasing/index.php/home/travel/
   b. W-9 http://www.ualr.edu/purchasing/Travel.asp

8. For more details regarding travel guidelines visit http://www.ualr.edu/purchasing/Travel.asp