

**UALR Central Travel Service (CTS)
Agreement**

1. The “Responsible Person” (Budgetary Head) is to verify that all charges to the CTS are for authorized and approved official business travel only.
2. The “Responsible Person” (Budgetary Head) is to assure that CTS is used in accordance with UALR Travel Policy and Procedure.
3. The “Responsible Person” (Budgetary Head) is responsible for assuring the required documentation is retained and made available for audit.
4. The “Responsible Person” (Budgetary Head) is responsible for assuring sufficient budget for ALL charges to the CTS.
5. The departmental Travel Coordinator will make charges to the CTS in accordance with UALR Travel Policy and Procedure.
6. The Travel Coordinator will make charges to the CTS for authorized and approved official business travel only.
7. No personal travel or personal items are to be charged to the CTS.
8. The Travel Coordinator will be responsible for maintaining a CTS Travel Log, reconciliation of monthly bank statement and reallocation of charges to appropriate FOAPALs.
9. The Travel Coordinator must report any unauthorized use of the CTS to the Purchasing department.
10. Misuse of the CTS may result in:
 - Payroll deduction for individuals found to have inappropriate or unauthorized charges
 - Disciplinary action up to and including termination
 - Cancellation of CTS

Signatures:

Responsible Person (Budgetary Head)	Date
Departmental Travel Coordinator	Date