

**UALR
TRAVEL
POLICY AND PROCEDURES**

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1.0 INTRODUCTION

- 1.0.1 The following travel policies are applicable to all Colleges, Departments, Offices, employees and official guests of the University of Arkansas at Little Rock. These policies are in agreement with state travel regulations.
- 1.0.2 Prior approval on a Travel Authorization (TA) form, from the traveler's departmental budget head and travel administrator is necessary for all travel. The TA form is located at Network Neighborhood – backbone – backbone – campus forms – instructions or templates – Finance.
- 1.0.3 Traveler – The UALR traveler is responsible for completing travel documents including TA, TR-1, W-9 from Conference for prepayment of registration fees, required supporting documentation and written justifications for travel exceptions. The traveler is responsible for securing required signatures for travel and reimbursement approval.
- 1.0.4 Purchasing Office - Assisting with airfare pre-payment and ticket management, registration pre-payment and processing travel authorizations (TA).
- 1.0.5 Financial Services – Cashiers will distribute all travel advance checks and travel reimbursement checks. Repayment of travel advances will be deducted from TR-1. If advance exceeds TR-1 reimbursement the traveler will repay the balance to the Revolving Travel Fund. Travelers are subject to payroll deduction if travel advance is not repaid within five (5) days of trip return. Direct deposit is available for TR-1 reimbursement.
- 1.0.6 Financial Services – Accounts Payable is responsible for processing TR-1 form. TR-1 is to submitted within five (5) days after return form trip. Copies of the TR-1 can be obtained from the Financial Services web page at <http://online.ualr.edu/cashiers/forms.html>

2.0 OVERVIEW OF PROCUREMENT AND REIMBURSEMENT OPTIONS

- 2.0.1 The following procurement and reimbursement options are available to UALR travelers and are discussed in greater detail within this travel policy and procedure. Each option has a different set of requirements.

- 2.0.2 The traveler may indicate on their TA that prepayment of airline tickets to a travel agency and prepayment of registration to conference is requested. Purchasing will encumber estimated reimbursable (hotel, meals, and incidental costs and rental car). The traveler will submit a TR-1 with receipts to Financial Services for reimbursement AFTER the trip is completed. A descriptive vendor document and a proof of payment must support reimbursement for conference registrations.
- 2.0.3 The traveler may elect to pay for ALL travel expenses with personal funds and seek reimbursement AFTER trip is completed. A TA must be submitted to Purchasing for encumbrance prior to departure. A TR-1 with receipts must be submitted to Financial Services for reimbursement AFTER the trip is completed.
- 2.0.4 UALR travelers that meet established criteria may elect to apply for an Individual Travel Card. Only allowable official business travel may be charged on this card. The traveler is personally responsible for payment of ALL charges. The University shares no responsibility for payment of Individual Travel Card charges. The University is only responsible for reimbursement of authorized official business travel expenses according to UALR Travel Policy and Procedures.
- 2.0.5 A traveler may choose to request a travel advance. Travel advances are limited to 50% of specific reimbursable travel expenses. In addition to completing the TA prior to departure and a TR-1 within five (5) days of return from trip, the traveler must complete a travel advance repayment agreement with UALR Financial Services – Cashiers. Repayment of travel advance will be deducted from the TR-1. If the travel advance is greater than the TR-1 reimbursement, the traveler must repay the balance to the Revolving Travel Fund within five (5) days of return from trip. Travelers are subject to payroll deduction and ineligibility for future travel advances if travel advance is not repaid within five (5) days of return from trip.
- 2.0.6 A traveler may elect to use a Business Travel Account (BTA), available through their department, to prepay expenses for airfare, registration and hotel. The traveler must work with their departmental Travel Account Coordinator to make these prepay travel arrangements and travel authorization must exist BEFORE commitments are made. All charges to the BTA must be supported with receipts (a copy is to be retained with department and the original receipts are to be filed with the Transaction log in Purchasing). Traveler must submit a TA to Purchasing prior to departure, listing those charges made to departmental BTA AND estimated costs for reimbursables. The traveler must submit a TR-1 to Financial Services after trip is completed. The TR-1 must include receipts for charges made to departmental BTA as well as appropriate

receipts for reimbursables, all original receipts for BTA charges are to be sent to Purchasing with the Transaction Log. The Transaction Log along with all supporting documentation such as original invoices, and email confirmations are due no later than 5 days prior to the last day of the month. Failure to comply may result in suspension of your BTA Account.

3.0 DEFINITIONS

- 3.0.1 Business Travel Account (BTA) – may be used to charge official business travel expenses for airfare, registration and hotel. Charges are paid from UALR departmental budgets and not reimbursed to the traveler.
- 3.0.2 Individual Travel Card – this card may be used to charge only official business travel expenses by full-time UALR employees. The card is issued (via application). The individual cardholder is solely responsible for payment. UALR shares no responsibility for payment. This card is to be used for official travel expenses ONLY. NO PERSONAL travel or personal items are authorized. This card has non-travel items and non-travel vendors blocked.
- 3.0.3 Direct Bill – this term used to describe the process for getting select expenses paid prior to travel departure (e.g. registration and airfare). Direct billing may be accomplished through a TA or as a charge to a Business Travel Account (BTA).
- 3.0.4 Reimbursable – those travel expense items for which the traveler pays with personal funds or Individual Travel Card and seeks reimbursement AFTER trip completion. The reimbursement is processed through submission of a TR-1 to Financial Services and in accordance with UALR Travel Policy and Procedures. Reimbursable are the lessor of actual or maximum allowable for the travel area.
- 3.0.5 UALR Travel Card Manager – the person responsible for the overall administration of BTA (Business Travel Account) and Individual Travel Card program.
- 3.0.6 “Responsible Person” – person who’s name is on a Business Travel Account. Typically the budgetary head (VC, Dean, Chair or Director). This person is responsible for departmental level management of the BTA.
- 3.0.7 BTA Travel Coordinator – may be the “responsible person” or designee. The travel coordinator is responsible for using a BTA to make travel arrangements & charges for departmental travelers, maintaining the Travel Transaction Log, maintaining supporting documentation, reconciling and reallocating the charges.

- 3.0.8 BTA Transaction Log – a listing of each transaction per billing cycle of charges made to a BTA; maintained by the departmental Travel Coordinator; receipts must be attached for each transaction. The log is used for reconciliation, reallocation and audit.
- 3.0.9 BTA Reconciliation – comparing the monthly statement from Bank to a BTA Transaction Log; investigation of discrepancies; request adjustments (credit) where appropriate.
- 3.0.10 BTA Reallocation – distribution of monthly charge to the departmental BTA FOAPAL to appropriate fund-organization-account-program within the department; accomplished by the completion of and expense transfer; departmental BTA FOAPAL should zero out each month; reallocation should be facilitated by information on the departmental BTA Transaction Log. This is the responsibility of the department Travel Coordinator.
- 3.0.11 BTA FOAPAL – the FOAPAL the department designates for initial payment of Business Travel Account monthly statements. Amounts in the FOAPAL will be reallocated by the department travel Coordinator to the appropriate fund-organization-account-program within the department.

4.0 TRAVEL ADMINISTRATORS AND SUPERVISORS

- 4.0.1 State law assigns the approval for travel to the administrative head of the University. The Chancellor has been authorized to designate individuals within the University to act as agents in performing these duties.
- 4.0.2 Travel Administrators are responsible for approving travel for official business by approving the Request for Travel Authorization of Travel Expenses (TA).
- 4.0.3 The Travel Administrator must be aware of the actual costs for employees to attend seminars, meetings and training institutes. They should be familiar with reasonable travel costs and with State regulations and University travel policies. They should be aware of meals or other expenses that are included in the registration fee.
- 4.0.4 The Travel Supervisor located in the Purchasing office is responsible for approving and processing the Travel Authorization (TA).
- 4.0.5 The Travel Supervisor (Purchasing) verifies that the TA is in compliance with State regulations and University travel policies.
- 4.0.6 The Travel Supervisor located in the Financial Services – Accounts Payable

(AP) office approves and processes Travel Reimbursement Claims (TR-1).

- 4.0.7 The Travel Supervisor (Financial Services) verifies that all payments to the traveler are in compliance with State regulations and University travel policies and required receipts and documentation are furnished.

5.0 ARRANGEMENTS FOR TRAVEL TRANSPORTATION

5.0.1 COMMON CARRIER TRAVEL

- 5.0.2 Air, train or other common carrier reservations must be made by the traveler or with the assistance of the departmental travel coordinator if using a BTA.
- 5.0.3 The traveler may choose to purchase the ticket from personal funds and claim reimbursement on a TR-1 after travel is completed.
- 5.0.4 Reimbursement for air travel will be made on the lowest airfare cost. Travelers by commercial air shall utilize coach accommodations, except in those instances where first class accommodations would be economical for the University. Instances where first class fare is utilized will require detailed justification and must be approved by the travel administrator.
- 5.0.5 If airfare is to be prepaid by the University without using a BTA:
- 5.0.5.1 Submit an approved TA with the airline ticket amount indicated in the prepaid items section.
 - 5.0.5.2 Indicate the name and address of the travel provider, preferably with a copy of an itinerary attached.
 - 5.0.5.3 A TA requesting prepayment of airfare must be submitted to Purchasing within 24 hours (generally) to guarantee airfare reservation and amount. UALR Purchasing will call the travel agency with an authorized Travel Authorization number. The traveler is responsible for verifying that the airfare provider will accept a TA number and bill the university.
 - 5.0.5.4 Tickets and invoices must be delivered by the provider to purchasing so that prepayment can be processed. Invoices for ticketless reservations must be sent to purchasing for prepayment.
 - 5.0.5.5 Airline tickets may be picked up at Purchasing a few

days before departure.

5.0.6 If airfare is purchased with a BTA:

5.0.6.1 Airfare Payments

- The departmental Travel Coordinator should work with the traveler to purchase airline tickets that are the lowest available price, meet the travelers needs and comply with UALR travel policy and procedures.
- Purchase direct from the airlines:
 1. Be sure to inform the ticket agent that airfare will be paid with an agency corporate account.
 2. Be sure to inform the ticket agent that the "responsible person" name on the account may not be the name of the traveler
 3. You must receive a receipt for the transaction
 4. Typically a receipt for this type of transaction will be a travel itinerary that includes the name of the traveler, ticket cost and method of payment.
 5. Receipt original must be submitted with TR-1 and copy must be attached to Travel Transaction Log.

5.0.6.2 Airfare ordered using the Internet:

1. Departmental Travel Coordinator and traveler should work closely to complete this type of purchase.
2. Typical internet sites might include the web site for an airline, and discount travel websites.
3. The travel coordinator must assure that the Internet site supplies some form of receipt.
4. Some sites may send a confirming notice that may be used as a receipt. The confirmation must show the traveler, destination, and dates of travel and payment method.
5. The travel coordinator should make screen prints of information BEFORE you commit the purchase. These screen prints MAY suffice as a receipt IF they include the name of the traveler, destination, dates and total costs.
Screen prints must be submitted with the TR-1 and a copy attached to the Travel Transaction Log.

5.0.6.3 Airfare purchase from a travel agent:

1. Travel Coordinator and traveler should coordinate this procurement.
2. Be sure that the travel agency will provide a receipt.
The original receipt must be filed with the TR-1 and a copy attached to the Travel Transaction Log.

5.0.7 Frequent Flyer Mileage – Point System

- 5.0.7.1 All free travel earned for official business travel whether paid by traveler, with Individual Travel Card or by BTA must be used in travel for UALR official business.
- 5.0.7.2 The use of bonus credits earned while on official business for personal travel is prohibited and UALR may recover the full fare value of the ticket from the employee.
- 5.0.7.3 Travelers by commercial air shall utilize coach accommodations except in those instances where first class accommodations would be more economical for the University. Instances where first class fare is utilized will require detailed, acceptable justification.

5.0.8 TRAVEL BY PRIVATELY OWNED MOTOR VEHICLES

- 5.0.8.1 All University employees who are traveling on official business to those cities served conveniently by airlines, are encouraged to use that means of transportation rather than individual travel by automobile. Although air travel is always allowed for travel to cities served by airlines, in some cases it may be more economical to travel by private auto.
- 5.0.8.2 When travel using private auto is authorized by the Travel Administrator, the traveler owning the vehicle may claim reimbursement at the rate established by the Office of State Procurement. Total mileage reimbursement is limited to an amount equal to the lowest-cost airfare as of the date of the TA and may include consideration of total travel costs. NOTE: Total travel cost comparisons are necessary only in those cases where the traveler has used private vehicle for transportation rather than air. Comparisons may also be required when the traveler chooses forms of public transportation other than air travel.
- 5.0.8.3 Total travel cost comparison between airfare and use of privately owned motor vehicle may include but is not limited to:
 - Airfare
 - Mileage
 - Airport parking
 - Parking at destination city
 - Taxi

- Meals and hotel cost due to extended travel time when using private motor vehicle

5.0.8.4 Detailed total travel costs comparisons must be completed by the traveler and attached to the Travel Authorization (TA) as justification for travel by private motor vehicle when cost of airfare is less than total mileage reimbursement.

5.0.8.5 In the absence of such total travel cost comparison justification, total mileage reimbursement will be limited to an amount equal to the lowest cost airfare.

5.0.8.6 Allowable mileage is determined by going to www.randmcnally.com. Maximum mileage allowed between cities may be obtained by contacting Purchasing (569-3144) or Financial Services – Accounts Payable (569-3318).

5.0.8.7 Mileage measured from official station to the destination, or the distance from the residence to the destination. If the shortest distance to the destination is from the official station, that distance should be claimed. If the shortest distance is from the employee's residence, that distance should be claimed.

Example:

Employee "A's" official station is listed as Little Rock.

A. Employee "A" lists place of residence as Conway. "A" travels directly from UALR to Hot Springs. The mileage claimed should be from Little Rock to Hot Springs.

B. The same employee travels directly from Conway to Mt. View. The mileage claimed should be from Conway to Mt. View.

5.0.8.8 Vicinity Mileage : Travel within the destination city should be separated from the "to" and "from" mileage on the TR-1 and reported as Vicinity Mileage.

5.0.8.9 Employees Traveling Together: In the event that more than one employee travels on official business in the same privately owned vehicle, reimbursement for mileage may be claimed by only the owner of the vehicle. The owner of the vehicle must list any additional employees traveling with them on official business.

5.0.8.10 Vehicle Owner Responsibility

5.0.8.10.1 The University assumes no responsibility for any maintenance, operational costs, accidents, fines, tolls, etc., incurred by the owner of the vehicle while on official business.

5.0.8.10.2 The Travel Administrator is responsible for determining whether the traveler is properly insured while using a privately owned vehicle on official business. The traveler may be required to provide proof of insurance before being allowed to use privately owned vehicle on official business.

5.0.9 **TRAVEL BY UNIVERSITY VEHICLES – MOTOR POOL:**

UALR maintains a fleet of vehicles for use by faculty and staff traveling on official business. Requests for a university vehicle should be made to the Physical Plant (569-3390).

5.0.10 **TRAVEL BY PRIVATELY OWNED AIRPLANES:**

Reimbursement for the use of privately owned airplanes is the same as for privately owned automobiles, except the reimbursement mileage is determined by the shortest major highway route at a rate established by the Office of State Procurement but limited to the lowest cost commercial airfare.

5.0.11 TRAVEL BY RENTAL CAR

5.0.11.0 Car rental shall be limited to official business only and shall be allowed only for those when this mode of travel is more economical than taxi, airport shuttle, etc. Special authorization must be obtained on the Travel Authorization form with an explanation of why the rental car is more economical.

5.0.11.1 Travelers must use the statewide vehicle rental contract if one is in force. If a statewide contract is not in force when travel occurs, travelers will use the lowest available rates. The Office of State procurement issues contracts for vehicle rental. Contact UALR Purchasing for assistance in securing the best vehicle rental rates.

5.0.11.2 Reimbursement for rental car shall be only for use on official business.

- 5.0.11.3 Any portion of car rental expense that is determined to be personal in nature will be the responsibility of the traveler and the University will not reimburse the employee for such expenses.
- 5.0.11.4 Reimbursement for car rental insurance will be allowed if the vehicle is used for official business only. However, if the rental is determined to be for both official business and personal use, **the traveler will be responsible for the total car insurance amount.**
- 5.0.11.5 The Travel Administrator must sign the Request for Special Authorization box on the TA before reimbursement for rental car can be paid.

6.0 REIMBURSEMENT FOR TRAVEL EXPENSES

6.0.1 Actual Expenses

- 6.0.1.0 Reimbursement is not a “per diem”.
- 6.0.1.1 Reimbursement is to be claimed for actual expenses for meals and lodging not to exceed the maximum allowable rates. Act 795 of 1007 provides that, except for special authorization by the Chief Fiscal Officer of the State, reimbursement for meals and lodging while on official business of the state shall not exceed maximum rates as prescribed by the United States General Services Administration – Office of Government Wide Policy at <http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> published by the Central Services Administration. Rates are reimbursed based on dates of travel.

The Arkansas Department of Finance and Administration has determined that the maximum allowable rate for meals listed on the GSA web site includes a \$3 allowance for gratuities and incidentals. This allowance is prohibited in Arkansas State Law and will be deducted from the maximums listed. Rates referenced on the TA are estimates and may be different than reimbursement rates. The maximum must not be claimed unless actual expenditures for such purposes were actually made.

- 6.0.1.2 Officials and employees may be paid travel expenses when required to travel away from their “official station” on University business. “Official Station is the geographic location or “address” where the employee normally reports for duty and/or spends the

majority of his/her productive time and must be recognized as such by the University.

- 6.0.1.3 If there is no special travel authorization, travel allowances prescribed by the State of Arkansas will be observed, without waiver, for both in and out-of-state travel.
- 6.0.1.4 Reimbursement for in-state meals without over-night travel is not allowed by Arkansas regulation unless special authorization is granted by travel administrator.
- 6.0.1.5 Reimbursement is not allowed for personal entertainment, tips, alcoholic beverages, valet services, flowers, laundry, cleaning or printed items.
- 6.0.1.6 Reimbursement may not be claimed for meals, lodging or any items provided free of charge by individuals or organizations.
- 6.0.1.7 Meals included in a registration fee payment are not reimbursable as a part of the per diem rate.
- 6.0.1.8 Reimbursement may not be made for lodging in a private home.
- 6.0.1.9 No expenses for meals or lodging may be allowed within the city or town of the employee's official station except where allowed in this policy.
- 6.0.1.10 All claims for travel by employees must be completed by the traveler. Payment will be made only to the traveler. An employee may not include in his/her TR-1 the expenses of another employee traveling in his/her company. Payment may not be approved when claims are made out in the name of a claimant other than the traveler, except as provided for in this policy.
- 6.0.1.11 Original receipts are required for lodging, registration fees, rental cars, parking, phone calls, taxis and shuttles, and commercial travel.
- 6.0.1.12 Original receipts must be submitted for all miscellaneous expense items.
- 6.0.1.13 In no case will hand written receipts on plain paper be accepted as an official receipt.
- 6.0.1.14 If an original receipt is not available, a copy may be submitted with a detailed written explanation from the traveler. The Travel

Supervisor responsible for processing TR-1s has the option to approve or deny this request.

6.0.2 Special Authorization to Exceed Maximums

- 6.0.2.0 Approval to exceed the reimbursement maximum is only given for lodging. There are no exceptions to exceed the maximum meal rates.
- 6.0.2.1 The maximum reimbursement allowance for lodging may be exceeded only if the traveler completes the special authorization section of the Travel Authorization (TA) form and signed by the appropriate Travel Administrator.
- 6.0.2.2 The reasons for exceeding the maximum lodging rate must be clearly stated in the special authorization section. In general, the only exception to exceed the maximum lodging rate shall be those instances in which the hotel rate where the meeting or conference is held exceeds the maximum allowable lodging rate for the area.

6.0.3 Travel Day

- 6.0.3.0 The travel day begins at 6:00 am, includes breakfast, lunch, dinner and one nights lodging, and ends the following morning at 6:00 am.

6.0.4 Breakfast Lunch or Dinner

- 6.0.4.0 Breakfast on the day of departure is allowed if departure is before 10:00 am and overnight lodging will be claimed. If breakfast is the only meal of the day the allowance for breakfast is 25% of the daily allowance.
- 6.0.4.1 Lunch on the day of return is allowed if return is after 1:00 pm and overnight lodging was claimed the day before. If breakfast or dinner are not reimbursable for the day, lunch will be reimbursable at 25% of the daily allowance.
- 6.0.4.2 Dinner on the day of return is allowed if return is after 6:00 pm and overnight lodging was claimed for the day before. If dinner is the only meal of the day the allowance is 50% of the daily allowance.
- 6.0.4.3 If a meal is provided by a common carrier without charge, such as on an airplane, reimbursement is not allowed for that meal.

6.0.4.4 If the traveler stays overnight at no cost to the state, such as with family or friends, a meal may be claimed. The TR-1 must include a statement that overnight lodging occurred at no cost to the state.

6.0.5 Hotels

6.0.5.0 Hotel reservations are the responsibility of the traveler or with the departmental travel coordinator when using a BTA.

6.0.5.1 UALR may not prepay or make advance payment of hotel costs except when using a BTA .

6.0.5.2 Travelers will pay for lodging when checking out at the hotel or direct bill using a BTA.

6.0.5.3 Reimbursement for lodging expense must be claimed via a TR-1 after the trip. Direct bill of lodging using a BTA is not a reimbursable. Receipts for direct bill must be attached to travel reconciliation.

6.0.5.4 Receipts for lodging are required. The receipt must show zero balance due as proof paid.

6.0.5.5 Reimbursement and direct bill using a BTA for lodging is limited to the single room rate.

6.0.5.6 If the room is occupied by more than one person, the single room rate must be noted on the receipts.

6.0.5.7 Hotel Direct Bill using a BTA:

- Travelers may take advantage of prepaying (direct bill) hotel charges ONLY if they use a BTA.
- The travel coordinator should work with the traveler to make hotel arrangements and charges to the BTA.
- The traveler should contact the hotel and make sure the hotel will accept corporate travel card charges (BTA).
- Hotel must allow use of credit card by secondary parties.
- Hotel must understand that the traveler may not be the “responsible person” name on the account.
- Hotel must understand that the traveler will not have a BTA card.
- The Travel Coordinator should confirm the reservation and request a “credit card authorization” fax.

- The Travel Coordinator will complete the authorization, copy for the travel transaction log, copy the traveler and fax back to the hotel.
- The traveler MUST have their copy of the authorization at check in.
- **Room and room taxes are the only allowable charges on the Business Travel Account. The traveler must pay all other hotel charges. Reimbursement for these other charges will be made in accordance with UALR Travel Policy and Procedures.**
- The traveler must get a paid receipt from the hotel at check out. The original receipt must be filed with the TR-1 and a copy attached to the departmental Travel Transaction Log.

6.0.6 Registration Fees

6.0.6.0 Registration fees should be included as a pre-pay item on the TA. A completed registration form must be attached to the TA. The complete name and address of where the registration form and payment is to be sent must be included.

6.0.6.1 Registration fees paid by the traveler and not prepaid by UALR may be included in the “Estimated Cost Reimbursable To Applicant” of the traveler’s TR-1. A receipt or canceled check for the registration fee must be submitted with the TR-1.

6.0.6.2 Registration fees may be prepaid using a BTA:

- Registration forms or instructions typically include a section that addresses payment method.
- If the payment method allows the use of a credit card, the department Travel Coordinator should complete the registration form (with assistance from the traveler) and indicate the BTA number as method of payment.
- The department should mail registration form.
- A copy of the registration form must be attached to the Travel Transaction Log.
- A copy of the registration form must be given to the traveler for inclusion with their TR-1.
- On-line registration may also be charged to the BTA
- Request a receipt or print screens that show that payment was charged.
- Receipts or screen prints must be attached to the travel log and to the travelers TR-1.

6.0.7 Incidental Travel Expenses

- 6.0.7.0 Baggage – Transportation or storage for articles used in presentations or official business of the University and standards for handling baggage (other than personal baggage) are allowable expense items. Original receipts are required.
- 6.0.7.1 Parking Fees – Fees for parking a state owned, leased or privately owned vehicles are reimbursable and should be listed on the TR-1. Original receipts for parking fees must be attached to the TR-1. Valet parking may be reimbursed only if the traveler provides written justification that valet parking was the only option available.
- 6.0.7.2 Telephone Calls – Telephone calls for official UALR business while in travel status are reimbursable. Original receipts must be provided. Personal calls are not reimbursable.
- 6.0.7.3 Taxi – Reimbursement for taxi shall be limited to official business only.

7.0 Guest Of State (Non-State Employees)

- 7.0.0 When a non-State employee travels on behalf of the University, he/she may be allowed reimbursement of actual expenses for meals, lodging, transportation and incidental expenses.
- 7.0.1 Travel Arrangements for Guest of State
 - 7.0.1.0 A Travel Authorization (TA) may be completed for the Guest of State.
 - 7.0.1.1 The organization responsible for reimbursing the Guest of State must complete the TA for the Guest of State.
 - 7.0.1.2 The organizational head hosting the Guest of State must sign the TA. The Guest of State is NOT required to sign the TA.
- 7.0.2 Reimbursement for Guest of State
 - 7.0.2.0 The Guest of State must complete a Travel Reimbursement Claim form (TR-1).
 - 7.0.2.1 The host organization is responsible for informing the Guest of State of UALR requirements for receipts and of UALR Travel

policy.

7.0.3 Lodging for Guest of State

- 7.0.3.0 The host organization should make arrangements for lodging for the Guest of State.
- 7.0.3.1 UALR has special pricing with local hotels. Contact purchasing for a list of hotels.
- 7.0.3.2 The hosting organization must submit a completed purchase requisition to purchasing for lodging for Guest of State.
- 7.0.3.3 A commitment for lodging for Guests of State should never be made without a purchase order issued by UALR purchasing.
- 7.0.3.4 The hotel will bill UALR for the Guest of State lodging referencing the UALR purchase order.

7.0.4 Meals for Guest of State Reimbursed to a UALR Employee

- 7.0.4.0 Reimbursement of meals for Guest of State may be made to a UALR employee hosting a Guest of State.
- 7.0.4.1 The UALR employee may complete a Travel Authorization (TA) and a Travel Reimbursement (TR-1). The TA and TR-1 must be signed by the budget head of the hosting organization.
- 7.0.4.2 The expenses should be listed under incidentals and identified with the appropriate number listed on TR-1.
- 7.0.4.3 The name of the Guest of State for whom a meal was purchased must appear on the TR-1.
- 7.0.4.4 The UALR employee may complete a Reimbursement Claim Form for reimbursement of the Guest of State meals. Signature approval and original receipts are required.
- 7.0.4.5 Reimbursement of tips or alcoholic beverages for Guest of State is prohibited.

7.0.5 Travel expenses for Guest of State may be direct billed using a BTA following same procedures for procuring transportation and lodging for State employees.

8.0 Student Group Travel

- 8.0.0 A travel Authorization (TA) and Travel Reimbursement (TR-1) must be submitted for student group travel.
- 8.0.1 Student expenses should be listed in the incidental expense section of the TR-1.
- 8.0.2 The names of all the students participating are required.
- 8.0.3 Original receipts are required.
- 8.0.4 When cash is distributed to the students in the group, the supervising UALR employee must provide a list of the students' names, signatures and the amounts of advancement.
- 8.0.5 Student travel expenses for transportation and lodging may be direct billed using a BTA.

9.0 Athletic Team Travel

- 9.0.1 The UALR employee sponsor of the team trip is responsible for obtaining, completing and signing a UALR Athletic Revolving Fund Advance of Funds agreement from the UALR Cashier's Office.
- 9.0.2 The sponsor signing the agreement is responsible and accountable for all advance funds received.
- 9.0.3 The sponsor will be personally liable if funds cannot be accounted for with original receipts.
- 9.0.4 The completed and signed UALR Athletic Revolving Fund Advance of Funds Agreement must be submitted to UALR Purchasing for approval and issuance of a Travel Authorization Number.
- 9.0.5 The approved UALR Athletic Revolving Fund Advance of Funds is routed to the UALR Cashiers Office for cash disbursement.
- 9.0.6 Lodging for team travel may be submitted on a Purchase Requisition. UALR Purchasing will issue a Purchase Order to the hotel listed on the requisition. The hotel will bill UALR referencing our purchase order number. The invoice from the hotel must list the name of each person and itemize all charges for each room.
- 9.0.7 The UALR sponsor must provide receipts to the UALR Cashiers Office on the first business day following return from the trip. The sponsor will return

any advance not spent or request reimbursement for expenses in excess of the advance to/from the Cashiers Office.

9.0.8 Team travel expenses for transportation and lodging may be direct billed using a BTA.

10.0 Official Function Expenses

10.0.0 The Board of Trustees of the University of Arkansas has adopted a policy to authorize and to account for the expenses of “Official Functions”.

10.0.1 The expenditure of funds for Official Functions must follow State Accounting Procedures, State Purchasing Laws and UALR Travel Policy.

10.0.2 Official Functions may include:

10.0.2.0 Meetings of official institutional (in-house) committees and advisory groups.

10.0.2.1 Meetings of official external committees and advisory groups.

10.0.2.2 Receptions or functions honoring students.

10.0.2.3 Official Board functions.

10.0.2.4 Miscellaneous functions in support of the University’s mission not obviously fitting one of the categories above.

10.0.3 Expenditures for refreshments or meals at Official Functions are allowable for the following examples:

10.0.3.0 Groups which include institutional representatives and persons being considered for employment.

10.0.3.1 Persons conducting accreditation visits.

10.0.3.2 Persons meeting as volunteers giving their time in an advisory capacity to the institution.

10.0.3.3 Special Guests

10.0.3.4 Students at banquets or awards ceremonies

10.0.3.5 Functions with faculty and staff where the majority of those attending are not employees.

10.0.3.6 Persons involved in meetings or events associated with the work of the Board of Trustees.

10.0.4 Expenditure of state appropriated funds for Official Functions should never include:

10.0.4.0 Expenses for individuals related to membership in clubs, social, or community organizations.

10.0.4.1 Dues for individuals to professional organizations. Membership to professional organizations should be in the name of the University with the individual listed as UALR's official representative.

10.0.4.2 Holiday cards or other similar printed greetings to individual constituents.

10.0.4.3 Alcoholic beverages

10.0.4.4 Expenses of any event which primarily celebrates the anniversary, wedding, or other significant moment in the life/death of an individual employee.

10.0.4.5 No expenses will be allowed for the rental of space, decorations, entertainment, or other arrangements in connection with banquets held solely for the benefit of the employee.

10.0.5 Payment or reimbursement for expenses for Official Functions

10.0.5.0 Submit an approved Requisition, with a completed Special Meeting Form attached, to Purchasing when the Official Function is for non-state employees or predominately non-state employees and payment is to be made to an organization, company or corporation (i. e., restaurant or hotel). Requisitions without a Special Meeting Form will be returned.

10.0.5.1 Submit a Travel Authorization (TA), a Travel Reimbursement Claim Form (TR-1) with original receipts, and a Special Meeting Form if the Official Function was for non-state employees or predominately non-state employees and payment is to be made as a reimbursement to a UALR employee.

10.0.5.2 When the Official Function involves faculty/staff only or faculty/staff predominately, the following procedure must be used.

10.0.5.2.0 Function should be held on campus and catered by the Universities dining contractor. Payment is made

through back charge. No travel or requisition forms are required.

- 10.0.5.2.1 UALR Purchasing can not approve direct Billing for meals/lodging for UALR employees except through the use of a BTA.
- 10.0.5.2.2 Direct Billing to a hotel or restaurant for Official Functions for UALR employees must be approved by the Vice Chancellor for Finance and Administration or designee.
- 10.0.5.2.3 Direct Billing must occur before the Official Function takes place.
- 10.0.5.2.4 The requesting department must submit a letter to UALR Purchasing requesting Direct Billing. The letter must include date, time, place and purpose of the function. The letter must also include a complete list of those UALR or state employees attending.
- 10.0.5.2.5 UALR Purchasing will request approval from Vice Chancellor for Finance and Administration.
- 10.0.5.2.6 UALR Purchasing will notify the requesting department of approval/denial.
- 10.0.5.2.7 The department will be required to submit a requisition to UALR Purchasing for approved Direct Billings.
- 10.0.5.2.8 Please allow plenty of time to allow for this procedure.

11.0 TRAVEL CARD PROGRAM

- 11.0.0 There are two travel cards available to UALR, the Business Travel Account (BTA) and the Individual Travel Card.
- 11.0.1 UALR departmental budgets are responsible for paying charges on the Business Travel Account. Charges are limited to direct bill of transportation (airfare), registration and hotel.
- 11.0.2 UALR employees are responsible for payment of charges on the Individual Travel Card.

11.0.3 The BTA and the Individual Card are for **Official Business Travel Only**. Charges may not be made for personal travel or personal items.

11.0.4 Individual Travel Card:

- 11.0.4.1 In order to apply for and maintain an Individual Travel Card, the requestor must be a full time employee of the University.
- 11.0.4.2 The applicant must spend more than \$250 per year on travel OR travel within the state twice per year OR travel out of state once per year. These criteria are minimum and must be met annually.
- 11.0.4.3 Application for the Individual Travel Card is made to the UALR Travel Card Manager (Business Manager, Purchasing Department).
- 11.0.4.4 The bank will communicate directly with the applicant after the Travel Manager has sent an application.
- 11.0.4.5 UALR will review payment status of Individual Travel Cards.
- 11.0.4.6 UALR cardholders will be notified of delinquent status.
- 11.0.4.7 UALR will cancel Individual Travel Cards with a history of delinquent status of more than six (6) billing periods during a twelve (12) month period.
- 11.0.4.8 Any card with a delinquent status of 60 days will be cancelled.
- 11.0.4.9 Cards will be cancelled that have not been used for 12 months.

11.0.5 Business Travel Account:

- 11.0.5.1 The departmental budgetary head makes application for a BTA to the UALR Travel Card Manager (Business Manager, Purchasing Department).
- 11.0.5.2 A BTA is typically issued to a UALR Organization (Department).
- 11.0.5.3 The account will contain the following information: UALR – Department Name account number – name of responsible person.
- 11.0.5.4 The “responsible person” listed on the account should be the departmental budgetary head.
- 11.0.5.5 The “responsible person” is responsible for assuring that the BTA

is used in accordance with UALR Travel Policy and Procedures.

- 11.0.5.6 The “responsible person” is responsible for assuring the required documentation is retained and made available for audit.
- 11.0.5.7 The “responsible person” may act as or should designate a departmental Travel Coordinator.
- 11.0.5.8 The departmental Travel Coordinator is responsible for making charges to the BTA.
- 11.0.5.9 Travel Coordinator should work with departmental travelers when making travel arrangements and charges in accordance with UALR Travel Policy and Procedures.
- 11.0.5.10 Charges may not be made to a BTA without an approved travel authorization (TA).
- 11.0.5.11 The Travel Coordinator will be responsible for maintaining a BTA Travel Transaction Log.
- 11.0.5.12 The Travel Coordinator will be responsible for recording each transaction (charge to a BTA) on the BTA Travel Transaction Log.
- 11.0.5.13 The Travel Coordinator will be responsible for securing receipts for each entry on the BTA Travel Transaction Log.
- 11.0.5.14 Travelers must submit a TR-1 and Travel Reconciliation for each official business trip.
- 11.0.5.15 The Travel Reconciliation must show the items paid by a BTA (with receipts) and items for which the traveler may be reimbursed (with receipts).
- 11.0.5.16 UALR Financial Services – Accounts Payable will pay the consolidated University bill for ALL charges to all Business Travel Accounts (BTA).
- 11.0.5.17 Accounts Payable will charge the departmental BTA FOAPAL.
- 11.0.4.18 Accounts Payable will provide departmental “responsible person” with a copy of their portion of the consolidated University bill.
- 11.0.4.19 The departmental Travel Coordinator will be responsible for reconciling the billing statement to the BTA Travel Transaction Log.

- 11.0.4.20 The Travel Coordinator will be responsible for working directly with the bank to resolve billing errors.
- 11.0.4.21 The Travel Coordinator will be responsible for verify credits on subsequent statements.
- 11.0.4.22 The Travel Coordinator will be responsible for reallocating the charges to the departmental BTA FOAPAL to the appropriate fund-organization-account-program within their department.
- 11.0.4.23 The Travel Card Manager and/or the Director of Financial Services will conduct periodic audits of all Business Travel Accounts.
- 11.0.4.24 Audit review will include (but is not limited to):
 - BTA Travel Transaction Log
 - Travel Authorization
 - Receipts
 - Statement Reconciliation
 - Travel Account Reallocation
 - Compliance with UALR Travel Policy and Procedures
 - Charges for Official Business Travel ONLY
- 11.0.4.25 Discrepancies found in departmental audits may result in:
 - Payroll deduction for individuals found to have inappropriate or unauthorized charges to a Business Travel Account
 - Disciplinary action for individuals with inappropriate or unauthorized charges to a Business Travel Account
 - Cancellation of Business Travel Account

12.0 Advance of Travel Funds to Travelers

- 12.0.0 A travel advance is a convenience for the traveler and not a requirement of the University.
- 12.0.1 UALR travelers are encouraged to apply for the Individual Travel Card and Departments are encouraged to apply for a Business Travel Account (BTA). A traveler may not obtain a travel advance for expenses that could have been prepaid or charged on a BTA
- 12.0.2 A traveler may obtain a travel advance by:
 - 12.0.2.1 The traveler completes a Travel Authorization (TA).

- 12.0.2.2 Travelers requesting a travel advance should check “yes” in the Estimated Cost section of the TA.
- 12.0.2.3 Completed Travel Authorizations (TA) is submitted to Purchasing for processing.
- 12.0.2.4 Purchasing will forward a copy of the approved TA to the traveler.
- 12.0.2.5 Three to four days before departure, the traveler must submit a copy of the approved TA to the Cashiers Office for a travel advance.
- 12.0.2.6 Up to 50% of the estimated costs of (1) meals for Arkansas travel or (2) meals and taxi or other public transportation (subway, bus or shuttle) for travel in the rest of the continental United States may be advanced to the traveler prior to the trip. In areas where a credit card or other electronic means of accessing funds cannot be used, 75% of the estimated costs for meals and taxi ONLY may be advanced with approval of the supervisor and travel administrator. Written documentation must be provided by the traveler to support the need for a 75% travel advance. Taxi may include other forms of local public transportation such as subway, bus or shuttle.
- 12.0.2.7 Travel advances for student/client/group activities may be made for up to 90% of allowable expenses.
- 12.0.2.8 Advances may not include estimated costs for transportation (taxi included), registration fees, lodging or car rental. These travel costs should be prepaid with a BTA, by travel encumbrance or paid by the traveler and reimbursed (TR-1) after trip completion. Items such as transportation, registration, and lodging, prepaid by the traveler from personal resources, are not reimbursable until after the travel is completed.
- 12.0.2.9 Travel advance must be a minimum of \$100.
- 12.0.2.10 The traveler must personally pick up the travel advance from the Cashiers Office and sign a Travel Advance Agreement.
- 12.0.2.11 A Travel Reimbursement Claim (TR-1) must be completed by the traveler and submitted to Financial Services –

Accounts Payable with in five (5) working days after return from the trip.

- 12.0.2.12 Financial Services will reimburse the traveler for the total amount claimed and approved less any travel advance.
- 12.0.2.13 The traveler will be notified that a reimbursement is available.
- 12.0.2.14 The traveler will be required to pay any portion of advance balance within five (5) working days after return from the trip.
- 12.0.2.15 The University reserves the right to withhold any unpaid travel advance from the traveler's salary if the advance is not cleared within five (5) working days after return from the trip.

13.0 FLYAMERICA

13.0.0 The Fly America Act was enacted in 1974 to mandate the use of U.S. flag air carriers for federally funded international travel. Generally, all flights funded by federal funds must be on U.S. flag air carriers or on foreign air carriers that code share with a U.S. flag carrier on the flight taken. This includes flights within the United States. If there is no U.S. carrier to your destination, you must travel on a U.S. carrier as far as possible. By law, additional cost for U.S. carrier flights is not sufficient justification to fly on foreign carriers. The Fly America rule applies to a foreign guest of state's flight.

There are strictly limited circumstances in which an exception may be appropriate. For example:

- a U.S. flag carrier does not provide service on a particular leg of your trip,
- the use of a U.S. carrier will unreasonably delay your travel time
- you are involuntarily rerouted, or
- medical or safety reasons.

Use of the [Fly America Act Waiver Checklist](#) can help you identify legitimate exceptions for use of a non-U.S. carrier.

13.0.1 Documentation of Compliance:

- 13.0.1.1 To satisfy regulatory requirements for charges to a federally sponsored project, a U.S. flag carrier designator code must be present on documentation for a flight; for example, **UA1776** for United Flight 1776 or **AA1787** for American Flight 1787. If you believe that you were on a code share flight, but there is no documentation showing the U.S. flag carrier code and flight number, you cannot charge the flight to a federally sponsored project.
- 13.0.1.2 A paper ticket or documentation for an e-ticket normally provides this proof. However, in some code sharing situations, we have found that only the boarding pass showed the U.S. flag carrier code. In this case, the boarding pass should be retained for documentation.
- 13.0.1.3 When requesting reimbursement for a flight that does not comply, you must document the reason for the exception by submitting a [Certification of Exception to Fly America Act Form](#). Submitting this information with a reimbursement request will speed the payment process.

13.0.2 BOOKING TRAVEL

- 13.0.2.1 UALR uses a number of local travel agencies that are well versed in the Fly America Act. If you advise them that your trip is federally funded, they will provide flight options that comply with the Act and will provide certification of that compliance for you.
- 13.0.2.2 For questions related to compliance with the Act, contact the Purchasing Office at 569-3144.

13.0.3 FLY AMERICA ACT WAIVER CHECKLIST

This form can be used to determine if a waiver of the Fly America Act (41 CFR Part 301-10) could be allowable under the federal regulations.

1. Use of a foreign air carrier is a matter of necessity because:
 - Use of foreign air carrier is necessary for medical reasons.
 - Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety.
 - Seat on U.S. flag air carrier in authorized class of service is unavailable; seat on foreign air carrier in authorized class of service is available. *(Provide detailed explanation along with supporting documentation from at least 2 U.S. flag carriers.)*
 - Use of U.S. flag air carrier will not accomplish the sponsoring agency's mission. *(Provide detailed justification with supporting documentation from the federal sponsoring agency.)*

- _____ 2. Code sharing agreement exists. U.S. is a party and the Department of Transportation determines agreement meets requirements of the Fly America Act. (***Supporting documentation with U.S. flag carrier designator code must be included.***)
- _____ 3. No U.S. flag air carrier provides service on a particular leg of your route.
- _____ 4. A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.
- _____ 5. Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time.
- _____ 6. Air travel is between the U.S. and another country and use of a U.S. flag air carrier on a nonstop flight extends travel time by 24 hours or more.
- _____ 7. Other:
 - _____ Use of a U.S. flag air carrier increases the number of aircraft changes outside the U.S. by two or more.
 - _____ Use of a U.S. flag air carrier extends travel time by six hours or more.
 - _____ Use of a U.S. flag air carrier requires a connecting time of four hours or more at an overseas interchange point.

14.0 FORMS

- 13.0.0 Travel Authorization (TA) (instructions and form available on Network Neighborhood – backbone – campus Forms – instructions or templates – Finance)
- 13.0.1 Travel Reimbursement Claim Form (TR-1) (instructions and form available on Network Neighborhood – backbone – campus Forms – instructions or templates – Finance)
- 13.0.2 Travel Advance Agreement (from Cashiers Office)
- 13.0.3 Special Meeting Form(TA) (instructions and form available on Network Neighborhood – backbone – campus Forms – instructions or templates – Finance)

14 Appendix

- 14.0 State Accounting Procedures – Travel (available from Purchasing or Financial Services)