

# EIT Travel Reimbursement Policy

**Purpose:** EIT has adopted a policy of submitting all receipts (including meals) for audit purposes. The remainder of the information provided is part of university policy.

## What is required:

1. Itemized receipts for meals are required to be submitted with claims for reimbursements.
2. Gratuity on meals not to exceed 15% can be included as long as it is listed in the itemized receipts.
3. The total reimbursement for meals (including gratuity) for an official day of business cannot exceed the per diem approved for travel. Exceptions The total reimbursement for meals during the first day of travel will be capped at 75% of per diem, unless departure occurs before 10 am, in which case 100% per diem will apply. Reimbursement for meals on the day of return will be based on the time schedule found in the official UALR Travel Policy and Procedures (see link below). To claim lunch on the day of return, departure must be after 1:00 pm. To claim dinner on the day of return, departure must be after 6:00 pm.
4. The Arkansas Department of Finance and Administration has determined that the maximum allowable rate for meals listed on the GSA web site ([www.gsa.gov](http://www.gsa.gov)) includes a \$3.00 allowance for gratuities and incidentals. This allowance is prohibited in Arkansas State Law and will be deducted from the maximums listed. For example, the daily meal per diem for Austin, Texas on is \$71.00, so you should deduct \$3.00 and use the rate of \$68.00 per day.

## Routing of the Travel expense reimbursement/reconciliation form (TR1) :

1. Each administrative unit within EIT the academic departments, EIT Student Services and the EIT Dean's Office will initiate the TR1, keep a copy of the TR1 and the accompanying receipts and forward to the Dean's Office for transmission to Accounts Payable.
2. Each unit will retain copies of their employee's TR1, including accompanying paperwork, for a minimum period of three years.
3. It is recommended that each traveler keep a copy of the TR1 and all receipts for 5 years, for State auditing purposes; however, Accounts Payable does scan a copy of the TR1 and supporting documents into the Image Now system for future access by authorized employees.

**UALR Travel Policy and Procedures**, in their entirety, can be accessed through the links found on the UALR Procurement Services website, or at the following link:

<http://ualr.edu/policy/files/2014/06/UALR-Travel-Policy-and-Procedures.pdf>.

***It is strongly urged that individuals, and especially unit heads and their support staff, familiarize themselves with the UALR Travel policy and procedures.***

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NOTE: Policy was approved by the EIT Executive Council on July 27, 2015. The Executive Council, chaired by the Dean, consists of Department Chairs, Associate Dean, Assistant Dean and Executive Director (F&A).