

# Travel Quick Reference Guide

## Type of Expense and Method of Payment

### General Travel Information

- Travelers should be familiar with the UA Little Rock [Travel Rules, Regulations, and Procedures](#).
- Any traveler (employee, student, or guest of state) on official university business must have an approved [Request for Authorization of Travel Expenses \(TA\)](#) form on file prior to the trip.
- Employees should complete a [Request for Authorization of Travel Expenses \(TA\)](#) form, even when no expenses will be incurred, to be insured under the employee travel AD&D insurance policy.
- Students traveling as official representatives of the university must have an approved [Student Trip Authorization](#) form on file with the Office of the Vice Chancellor for Finance and Administration prior to travel.
- Student travel accident insurance must be procured for all students traveling on official business, pursuant to the [Student Travel policy](#). This is done on the [Student Trip Authorization](#) form.

### Meals: TR-1

- Overnight travel required, unless special authorization received.
- Meals not reimbursed on a per diem basis—must claim **actual** meal expense on TR-1.
- Receipts not required.
- Max meal allowance, incl. sales tax and up to 15% tip, cannot exceed [GSA per diem rate](#). Guest of state exempt.
- Meals included in conference registration not reimbursable. See [travel rules](#) for exceptions.
- **No alcohol.**

### Personal Vehicle: TR-1

- Mileage reimbursed based on map miles, official station to destination or residence to destination, if leaving from residence, whichever is less. ([maps.randomcnally.com](http://maps.randomcnally.com))
- UA Little Rock to Little Rock Airport = 11 miles.
- Rate .42 per mile, set by DFA.
- Shortest highway route is max mileage allowed.
- Official miles driven only.
- Authorized to drive according to the [University of Arkansas System Vehicle Safety Program](#).

### Conference & Registration Fees: T-Card, CTS, TR-1, or P-Card

- Membership fees are not allowed on a CTS or T-Card, even if part of conference or registration fees. See [Policy #308.3](#).
- Registration receipt must be detailed (dates, charges, and vendor name). Turn registration forms in with the receipt to help provide this information.

### Hotel: T-Card, CTS, or TR-1

- Detailed receipt must show daily room rate, name of occupant, and include all charges and taxes.
  - Must be approved expense on TA.
  - Must fall within [GSA per diem rate](#) unless exceed per diem signature is on TA. Guest of state exempt.
  - Valet and internet service allowed with written justification.
- Not Allowed:**
- Room service delivery charges, food, drinks, and additional fees not allowed on hotel invoice. Meal charges may be reimbursed on the TR-1 with separate, detailed receipt.

### Airline: T-Card, CTS, or TR-1

- Clear and detailed receipt required.
  - Dates of travel must match approved TA.
  - Tickets must be purchased 14 days in advance. Otherwise, written explanation to department head or vice chancellor and their approval must be submitted with TA and TR-1.
  - May use approved travel agents to book ticket.
  - Coach/Economy fare and taxes only allowed.
  - One (1) checked bag is permitted for each leg of trip.
- Not Allowed:**
- No bundling – such as flight, rental car, and hotel.
  - No additional fees or upgrades (i.e., early boarding or seat upgrades) allowed. May purchase at own expense.

### Rental Vehicles: T-Card, CTS, or TR-1

- Use mandatory car rental contract with Enterprise Car Rental (including its subsidiary, National Car Rental) or Hertz Rental. [Car Rental Information](#)
- Reservations for Enterprise or National must be made using the [UA Little Rock portal](#).
- Must be authorized to drive according to the [University of Arkansas System Vehicle Safety Program](#).

### Fuel: T-Card or TR-1

- Clear and detailed receipt.
- Fuel may be purchased only for rental car. State on TR-1 or card activity log that fuel was for a rental and not a personal car.

### Public Transport & Parking: T-Card or TR-1

- Clear and detailed receipt required.
- Allowed:**
- Toll fees
  - Uber, taxi, bus, subway, shuttle, etc.
  - Self-parking fees
  - Valet parking - *only if there is no other option and written justification is submitted.*
- Not Allowed:**
- Transportation tips (Uber, tax, shuttle, etc.)

Please direct your travel, P-Card, T-Card or CTS questions to Procurement Services at 501-569-3144.