



Travel Procedures and Training

University of Arkansas at Pine Bluff

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Arkansas Law Pertaining to Travel

- ▶ ACA 19-4-902 places the authority and responsibility of authorizing and approving travel expenses with the board or commission in charge or the administrative head of the agency, department, or institution.
- ▶ Under authority of ACA 19-4-903, the administrative heads of the various departments, boards, commissions and institutions of the State of Arkansas may enforce regulations governing travel that are more restrictive than those established by the Chief Fiscal Officer of the State.
- ▶ Revised state travel regulations, effective January 1, 2003, state that in large governmental units, it may not be feasible for the administrative head of the agency, department or institution to act as travel administrator. In this case, he or she may designate other responsible officials to act as his or her agent(s) and to be referred to as travel administrator.



Campus Travel Administrators

- The Vice Chancellor for Finance and Administration, Controller and Accounts Payable Supervisor will serve as the travel administrators for the University of Arkansas at Pine Bluff.
- All special requests made by travelers will need to be approved by the Chancellor or Vice Chancellor for Finance and Administration.

Before Travel Occurs





Obtaining Authorization to Travel

1. A Travel Authorization Form is completed and approved to obtain permission to travel on behalf of the University.
2. A Purchase Requisition is completed and approved to ensure funds are available for travel.
 - a) Copies of conference registrations and agenda, transportation reservations, and lodging reservations that will be direct billed to the University must accompany the Purchase Requisition.
3. Purchasing/Procurement will issue a Purchase Order upon receiving the completed and approved Travel Authorization Form and a Purchase Requisition.
4. The Purchase Order and the Travel Authorization are then submitted to the travel administrator for processing Travel Advances, Direct Billings and Reimbursements.

Travel Advances

- ▶ Employees traveling on behalf of the University may request and receive a travel advance.
- ▶ The advance must be requested and indicated on the purchase requisition, PRIOR to traveling.
- ▶ Upon receiving the Purchase Order and Travel Authorization form, the Travel Specialist processes Travel Advance requests within seven (7) working days.
- ▶ Travel Advances will be processed via paper check. Travel advances will not be released more than 10 working days prior to planned travel.

Travel Advances, cont.

- ▶ A travel advance check may be written for no less than \$100.
- ▶ All employees who request travel advances must sign a Travel Advance Agreement within the Office of the Controller indicating that the amount of the advance must be re-paid within 20 days from date of return of trip. All unused advance funds and receipts must be submitted to the Travel Specialist. The University has the authority to withhold payment from payroll if advance is not re-paid.

Travel Advances, cont.

Travel Advance for travel within Arkansas:

- ▶ The traveler is allowed to request up to 50% of anticipated meals.

Travel Advance for travel within the Continental United States:

- ▶ The traveler is allowed to request up to 50% of anticipated meals.

Travel Advance for travel outside the Continental United States:

- ▶ The traveler and/or group is allowed to request up to 75% of anticipated travel expenses, less airfare and lodging, if traveling to a destination where access to the Sponsored Business Travel Card (SBTC) or other electronic means of accessing funds is not available.
- ▶ If use of the SBTC is available, the traveler and/or group is only allowed to request up to 50% of anticipated travel expenses less airfare and lodging. Travel expenses for airfare and lodging should be direct billed to the agency using the Sponsored Business Travel Card (SBTC).



Special Travel Authorizations

Occasionally, the traveler will need to obtain additional approval from the Chancellor or VCFA in certain travel situation. Below are some of the situations which require executive approval prior to the trip:

- Reimbursement for meal without an overnight hotel stay.
- Booking hotel reservations over the Per Diem rate.
- Purchasing airfare ticket within 14 days of the trip.
- Meals and lodging within the city or town of the employee's "official station"



Transportation

Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or state-owned automobile, whichever method serves the requirements of the University most economically and advantageously. Reimbursement for out-of-state travel will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage when driven.

If choosing to drive rather than fly, the University of Arkansas will reimburse at the lower rate, of flying verses driving. Each situation must be analyzed separately due to other issues; including, but not limited to, parking, car rental, additional hotel stay, etc. (Quotes for airfare should be obtained 2 weeks prior to the trip)

Transportation (Mileage)


- ▶ Private car mileage is reimbursable at forty-two cents (.42) per mile.
- ▶ Whenever private automobile mileage is claimed for "official business" travel, the following policy must be followed: the shortest distance to the destination should be claimed.
- ▶ If the shortest distance is from the "official station" that distance should be listed on the Travel Reimbursement Form (TR-1). If the shortest distance is from the employee's residence, that distance should be listed on the TR-1. The question of whether to claim mileage from one's "official station" or "place of residence" only occurs in those instances where employees live in a location that is not the same as the city listed as their "official station."
- ▶ If more than one traveler is transported in the same vehicle, only the vehicle's owner can claim mileage reimbursement.

Transportation (Airfare)

- ▶ Travelers by commercial air shall utilize coach accommodations, except in those instances where first class accommodations would be more economical for the state. Instances where first class fare is utilized a detailed justification must be approved by the travel administrator.
- ▶ Commercial airline tickets should be purchased at least 14 days prior to travel if possible.
- ▶ Airline tickets purchased with less than a 14 day advance shall be explained in writing to the Vice Chancellor for Finance and Administration and approved by him/her in writing prior to purchase.
- ▶ Travelers will be reimbursed for checked baggage fees for the first bag only. Fees for additional bags must be paid the by the traveler and are not eligible for reimbursement.

Transportation (Airfare), cont.

- ▶ If traveling via airfare, the traveler is responsible for making his/her own airfare reservations – Carson Wagonlit 877-222-1241 or 877-222-3032. The traveler has 24 hours to call Purchase Order number back to Carson Wagonlit or reservations will be cancelled.
- ▶ Submit a completed and approved Purchase Requisition, Travel Authorization Form and Flight Itinerary to Purchasing. The requisition should be made payable to U.S. Bank, P.O. Box 790428, St. Louis, MO 63179-0428.
- ▶ **IT IS THE TRAVELER'S RESPONSIBILITY TO FOLLOW-UP ON ALL APPROVALS/PAPERWORK BEFORE TRAVEL OCCURS!**



Transportation (Vehicle Rental)

- All requests related to car rentals are to be processed through the Motor Pool.
- In order for Motor Pool to reserve a car for the traveler, he/she must submit an approved Authorization to Travel Form, and a Request for Use of Motor Vehicle Form along with an attached copy of a valid driver's license of the assigned driver.
- Vehicle requests should be submitted two weeks prior to the date of travel. The forms are available on the University website under Administrative Forms (Motor Pool).

Transportation (Fuel Card)

- ▶ State Fuel Cards can only be issued to full-time University employees conducting official university business in an authorized UAPB Fleet vehicle.
- ▶ **This card cannot be used to fuel a private vehicle.**
- ▶ All requests for use of the State Fuel Card must be accompanied by an approved Authorization to Travel Form and an approved Vehicle Request Form.
- ▶ The traveler is required to sign a Statement of Agreement by Card User Form.
- ▶ When the traveler returns from their trip, the traveler is required to submit gas receipts and return the fuel card.

Lodging

- Reimbursement for lodging is limited to the single room rate. When a room is occupied by more than one person, the single room rate must be noted on the receipt.
- The maximum daily allowance will be limited to the Federal per diem rate depending on the location for both in state and out of state travel. Federal per diem rates can be found at: (<http://www.gsa.gov/portal/category/100120>).
- Hotel rates exceeding the Federal per diem must be approved by the Chancellor or Vice Chancellor of Finance and Administration prior to the trip. The traveler must submit a written justification to the Vice Chancellor for Finance and Administration detailing the benefit to the University.

Lodging, cont.

- ▶ The traveler is responsible for making his/her own room reservations. A personal credit card is needed to guarantee the room.
- ▶ Submit a completed and approved Purchase Requisition, Travel Authorization Form, and Hotel Invoice to Purchasing. The requisition should be made payable to U.S. Bank, P.O. Box 790428, St. Louis, MO 63179-0428.
- ▶ After receiving the Purchase Order and Hotel Invoice from Purchasing, the travel specialist will call the hotel and make payment arrangements for the room and tax only via the University's credit card. **Any reservation over the Per Diem rate without approval will not be charged to the University's credit card.**

Meals

- ▶ Meal reimbursement is allowed only in connection with overnight travel, whether in state or out of state unless “special authorization”, under ACA 19-4-903.
- ▶ Requests for special authorization to reimburse for meals without an overnight stay must be approved in writing by the Chancellor or Vice Chancellor for Finance and Administration and must show the benefit to the University.
- ▶ The maximum full day meal allowance, including sales tax and up to 15% gratuity, can't exceed the federal per diem rate depending on the destination location. Federal per diem rates can be found at: <http://www.gsa.gov/portal/category/100120> in Meals and Incidental Expenses column.



Meals Included in conference Registration

Meal reimbursement requests must be reduced for meals provided as part of the conference registration by deducting the appropriate amount as shown under the Meals and Incidental Expenses (M&IE) breakdown at <http://www.gsa.gov/portal/content/104877>.

Allowances may be made in writing to allow the traveler to claim meal reimbursement if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs;
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs;
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

After Travel Has Occurred

Receiving Reimbursement and Reconciling Travel Documents





Travel Reimbursement

- ▶ Claims for travel reimbursements will be allowed only for such items of actual expenses incurred in connection with the official duties of the traveler. Within the limits and restrictions of these regulations, all claims for travel reimbursements must be made by the traveler, and then payment will be approved and made only upon the basis of personal reimbursements.
- ▶ One employee may not include on his Travel Reimbursement request the expenses of another employee.
- ▶ No expenses for meals and lodging will be allowed within the city or town of the employee's "official station" unless Special Authorization under ACA 19-4-903 is authorized



Travel Reimbursement, cont.

- ▶ Miscellaneous expenses, whether directly or indirectly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary for the performance of official duties. Detailed receipts are required.

Travel Reimbursement, cont.

- ▶ The Travel Reimbursement Form (TR-1) is the standard form to be utilized by all university officials and employees for the purpose of claiming reimbursement for travel expenses incurred by the traveler for meals, lodging and mileage on personal vehicles used in connection with the official business of the University. This form is also to be used for itemizing any miscellaneous expenses incurred by the traveler. A recapitulation of all expenses incurred by the claimant will appear on this form.



Procedures for Travel Reimbursement (TR-1)

The following procedures will be utilized in submitting claims for reimbursement:

1. All travelers requesting reimbursement must complete a TR-1 form or equivalent.
2. All forms must be prepared electronically, typewritten or in ink and may be processed electronically where that capability exists on the University accounting system. The original, bearing the traveler's signature, shall be filed with the Travel Administrator; the traveler should retain a copy.
3. When attending a conference on behalf of the University, the traveler is required to provide the University with a copy of the conference's agenda or schedule detailing the events of the conference. Trip reports may also be required by the University.



Procedures for Travel Reimbursement (TR-1), cont.

Where charges for transportation, lodging, and conference registrations are not direct billed to the University, the following documentation is required for reimbursement:

1. Reimbursement for transportation must be supported by an original (or, in accordance with ACA 19-4-815 (b), confirmation number in the case of electronic tickets) vendor document describing the travel, indicating the cost.
2. Reimbursement for lodging must be supported with a hotel document indicating the lodging specifics.
3. A descriptive vendor document must support reimbursement for conference registrations.



Procedures for Travel Reimbursement (TR-1), cont.

4. Primary responsibility for authenticating travel reimbursement claims rests with the Travel Administrator, the Chancellor's designee(s). All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved by the Travel Administrator, the Chancellor's designee(s).
5. All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved by the travel administrator, the Chancellor's designee(s).
6. If an airline charges a baggage fee for the first checked bag of the traveler, then the University is authorized to reimburse the traveler for the charge. Fees for a second checked bag must be paid by the traveler and are not eligible for reimbursement.



Items not Reimbursable

- Expenditures for personal entertainment, flowers, valet service, laundry, alcohol beverages, cleaning, movies or other similar services are not reimbursable. Communication expenses shall be allowed only when necessary for the transaction of official business and when properly receipted.
- Expenses for rental of space, decorations, entertainment or other arrangements in connection with banquets held solely for the benefit of employees are not reimbursable.
- Petty cash funds cannot be used to make travel advances or reimbursements.



Key Points of Contact

- ▶ Questions relating to travel regulations and procedures should be referred to:
 - ❖ Adrian Childs, Controller's Office – (870) 575-8329
 - ❖ Traci Childress, Controller's Office – (870) 575-8912
 - ❖ Sharon Shavers, Controller's Office – (870) 575-8878

Questions



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