



UNIVERSITY
of ARKANSAS
AT PINE BLUFF
—1873—

TRAVEL POLICIES AND PROCEDURES

Revised on 3/6/19

The following travel policy, which includes most of the provisions of the Arkansas Department of Finance and Administration's Travel Regulations, is applicable to all members of the University of Arkansas at Pine Bluff faculty, staff, students, and official guests.

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RESPONSIBILITY AND ACCOUNTABILITY

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.

It shall be the responsibility of the administrative head of each agency, board, commission or institution to keep on file in the place of business of the agency, subject to audit, originals of all supporting documents and required receipts for expenses incurred in connection with the travel authorizations and disbursements for persons traveling on behalf of the governmental entity. The documents on file may be in microform or electronic form prescribed under the provisions of ACA 19-4-815 (b) if approved by the Division of Legislative Audit.

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. The approval of these designated agents will be considered to reflect the approval of the board, commission or head of the agency, department, or institution. The designation of agents as travel administrators shall be made in writing and kept on file in the agency/institution.

Special authorization justifying the benefit to the State must be given in writing by the administrative head of the agency for travel-related requests involving meals without overnight travel. Under no circumstances should the maximum daily federal per diem rates be exceeded. All other travel related requests may be approved in writing by the travel administrator.

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.

Specific legislation exists that provides for travel allowances for some agencies and institutions for specific purposes that are not afforded to state government in general. It is the responsibility of the administrative head of each agency/institution to be cognizant of, and strictly apply the special travel expense provisions of ACA 19-4-904 and other state law.

Travel Administrator

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.

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 Vice Chancellor for Finance and Administration.

This designation does not replace the responsibility of campus departments for insuring that all travel conducted by their unit is in compliance with university and state policy and procedures regarding acceptable travel expenses.

Requests to travel/Travel authorizations are completed by the traveler, and both the department head and Vice Chancellor of the department must approve all travel authorizations. The traveler and authorized agent may not be the same person.

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, 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.

Special Travel Authorizations

Occasionally, it may become necessary for an employee to perform unanticipated duties outside the normal work schedule. In the event that such duties require the employee to commute from his residence to the place of performance of the duties and back via private vehicle, the employee may be paid mileage reimbursement. A written statement signed by the employee's supervisor shall be retained in the file, attached to the applicable TR-1 stating that the time worked was authorized, and the reasons the time was worked and travel authorized as well as the consequences had the duty not been performed .

Travel Advances

The Arkansas Department of Finance and Administration (DFA) has established regulations and procedures for employee travel advances. Travel advances are requested for the anticipated costs of total travel expenses within the limits allowed by State Regulations.

Campus personnel who hold an approved state Sponsored Business Travel Card (SBTC) are discouraged from using the Travel Advance fund for airfare, lodging or vehicle rental. Should it become necessary for a cardholder to apply for a travel advance for items other than those stated above, a letter of request from the traveler's immediate supervisor will be submitted to the Vice Chancellor for Finance and Administration justifying the advance by explaining why anticipated expenditures may not be charged to the traveler's credit card.

The University can make advances of amounts not to exceed 50% of the total anticipated travel expenses not including those expenses that are direct billed to the agency through the use of the "*Ghost Account*" / Central Travel Service Account (CTS) or Sponsored Business Travel Card (SBTC). The cost of registration and conference fees may not be included in the travel advance request.

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.** In addition, 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. The University has the authority to withhold payment from payroll if advance is not re-paid.

“Team” travel, as well as employees traveling with student groups, may request and receive up to 90% of MEALS for domestic travel. All unused advance funds and receipts must be submitted to the Travel Administrator. Receipts should be legible and taped to a sheet of paper IN DATE ORDER. Tips are limited to 15% of meal, unless meal is for a group. In instances of group travel, many establishments will require more than 15% gratuity be charged and is allowable.

All travel advances are dependent upon the availability of funds as authorized by the Arkansas Department of Finance and Administration. A travel advance check may be written for no less than \$100.

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).

Travel Advance for Students:

See section titled: [Travel for Students Representing the University of Arkansas](#)

Travel Advance for Athletics:

See section titled: [ATHLETICS TRAVEL](#)

Obtaining a Travel Advance

Upon receiving the Purchase Order and Travel Authorization form, the Travel Administrator processes Travel Advance requests within seven (7) working days. Travel Advances will be processed via paper check, direct deposit, or pre-paid cards. Travel advances should not be released more than 10 working days prior to planned travel.

Travelers are notified when travel advance checks are available for pick-up, or when direct deposits have been processed.

Before Travel Advance funds are released, a Memorandum of Understanding form must be signed by the traveler agreeing that they understand the following:

- All un-used travel advance funds must be submitted to the Travel Administrator **within 20 days of returning from travel.**
- Not submitting all paperwork to the Travel Administrator within 30 days after returning from travel will result in Travel Advance amount being withheld from the faculty or staff members' payroll check, or will be placed on the student's account as a receivable.

Direct Billing of Expenses

Travel expenses for lodging, commercial transportation (airfare, bus, rail and rental vehicles), and conference registration may be direct billed to the University using the Central Travel Service Account (CTS) or an Arkansas Sponsored Business Travel Card (SBTC).

When common carriers (airplane, rail, rental auto or bus) are needed to transport persons on University business, the person traveling should make the travel arrangements and have the agency billed directly through the Travel Administrator's CTS card. However, if this is not possible due to circumstances beyond the control of the traveler, he/she may make and pay for the arrangements and request reimbursement. An employee may not be reimbursed for transportation expenses (tickets) prior to travel occurring except in cases where it is economically advantageous for the University, and with the prior approval from the travel administrator.

Central Travel Service Account (CTS)

The Central Travel Service Account (CTS) or "*Ghost Account*" (no card issued) is intended for air travel and lodging only. The University's CTS card is held by the Travel Administrator.

Upon receiving a Purchase Order and approved Travel Authorization, the Travel Administrator will contact travel vendors to pay for direct billed travel expenses.

Arkansas Sponsored Business Travel Card (SBTC)

The Arkansas Sponsored Business Travel Card is a credit card requested by a state agency or institution of higher education and issued in an individual's name. The agency/institution is responsible for payment of this account. This card is intended for payment of expenses associated with official state business only.

Meals are not a qualified expense allowed on any travel credit card issued by the State of Arkansas for an individual traveler. The State will work with the bank currently holding the credit card contract to restrict the merchant codes allowing this type of charge.

The State will review particular circumstances and needs that constitute an exception to this policy. Examples of allowable exceptions might be for large groups such as schools or athletic programs. An agency having such needs should send a written request for the exemption along with complete justification to the DFA - Office of Accounting Administrator. This request will be made through UAPB's credit card liaison (the Procurement Director). The Administrator, in consultation with the Administrator of the Office of State Procurement, will issue a decision within 14 days from receipt of request. At no time should an individual be allowed to exceed the federal per diem meal rate. Every agency is responsible for the adherence to this policy.

DURING TRAVEL

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.

Effective March 1, 2009, 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." In some instances, those employees travel directly to an assigned destination from their place of residence.

If more than one traveler is transported in the same vehicle, only the vehicle's owner can claim mileage reimbursement. The University will reimburse for official miles driven only. The University assumes no responsibility for any maintenance, insurance, operational cost, accidents, or fines incurred by the owner of the vehicle while on official business for the University.

The Travel Administrator is responsible for determining if the traveler is properly insured while using a privately owned vehicle on official University business. This requirement covers University officials, employees, students, guests, board members, and other University associated persons unless otherwise prohibited by law.

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.

When a Common Carrier (airplane, rail, car or bus) is used by employees traveling on University business, 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.

In cases where a traveler travels to a destination where the intended activities require extensive travel, a car may be rented (See [Vehicle Rental](#)). Trips involving transportation to and from the airport, and to and from the place of lodging do not usually justify "car rental." It shall be the responsibility of the Travel Administrator to authorize the mode of transportation that is most economical to the University before the travel occurs. If it is determined that alternatives such as "taxi" are more economical due to the limited number of miles to be traveled, that mode of transportation should be authorized at that time.

Vehicle Rental (Car Rental Agency and University Motor Vehicle)

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).

The telephone number at the Motor Pool is (870) 575-8672, which is also the number of the fax machine. The mail slot number is 4775.

Only Motor Pool is authorized to make rental car arrangements on behalf of the University.

The usage rates for University vehicles are as follows:

Vehicle	Cost Per Day	Per Mile
Cars	\$25.00	\$.50
Trucks/Vans & S/W	\$25.00	\$.50
Bus	(\$700 cost of bus usage; other rates vary, depending on destination – total miles minus 100 x \$4.00). If extra driver is needed, \$300 additional fee. The requester is responsible for meals and lodging for the bus driver(s). A local shuttle run (under 100 miles roundtrip) is \$250-\$500. Contact Motor Pool for additional information.	

Vehicle Insurance

All University vehicles are covered by liability insurance and all accidents must be reported promptly to the Controller’s Office. All employees traveling on University business in personal vehicles are strongly urged to maintain comprehensive and collision insurance coverage on their vehicles. In the event the employee is involved in an accident while engaged in University business, the employee’s insurance is primary in handling the claim and the University’s insurance provider is secondary. If the employee only has liability insurance on his/her vehicle, the University as the secondary provider will not pay any of the physical damage claim(s) on the employee’s vehicle. Frequent travelers are strongly advised to adhere to this policy. Accident reports and any questions regarding this matter should be forwarded to the Risk Management Coordinator located in the Controller’s office.

Use of State Fuel Card

State Fuel Cards can only be issued to full-time University employees conducting official university business in an authorized UAPB Fleet vehicle. The card can also be used for minor or routine vehicle maintenance including oil changes, windshield repair and tire servicing. The fuel card also carries access to roadside assistance through Wright Express Fleet Services. The fuel card is not to be used for purchasing food, beverages, novelty items, personal items, or tires. ***This card cannot be used to fuel a private vehicle.***

1. 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](#).
2. The traveler is required to sign a [Statement of Agreement by Card User Form](#).

3. Upon completion of the Statement of Agreement by Card User, Accounts Payable will enter the card number, requester's name, department name and department cost center (GL number) on the Fuel Credit Card Log/Register and then assign the card to the traveler.
4. When the traveler returns from their trip, the traveler is required to submit gas receipts and return the fuel card.
5. 24-hour Emergency Roadside Service: 1-888-939-8697 (Agero) or 1-866-329-3471 (National Auto Club)

Lodging

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>). Reimbursement for lodging is limited to the single room rate. Hotel rates exceeding the Federal per diem must be approved by the Vice Chancellor of Finance and Administration prior to the trip via a Per Diem Exception Request form.

A full calendar travel day for meals and lodging shall commence at 6:00 a.m. and shall include breakfast, lunch and dinner and one night's lodging and shall end the following morning at 6:00 a.m. For each full calendar day in travel status, when breakfast, lunch, dinner and lodging are included, the maximum daily allowance will be limited to the Federal per diem rate.

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, is given in writing by the agency head (The Chancellor of UAPB). Special authorization should be limited to those "rare occasions" where, for example, an employee is asked to perform unanticipated duties outside of his/her normal work schedule that are official in nature, such as attending special board meetings. Travel, whether in state or out of state, should never be the only consideration when justifying the need for "special authorization" as provided in 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.

The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. If travel covers a two day period, then meal reimbursement is up to 75% of

the daily allowance for each day. For partial days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the destination location(s). Although receipts for meals are not required by this rule, the administrative heads of agencies, departments and institutions may require them.

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.

Complementary Meals

Meals provided by a common carrier or a complementary meal provided by a hotel/motel does not affect the maximum meal allowance per the Federal Travel Directory.

AFTER TRAVEL HAS OCCURRED

Travel Reimbursement

Officials and employees may be paid travel expenses when required to travel away from their “official station” on University business. “Official Station” is the geographical location or “address” where the employee normally reports for duty and/or spends the majority of his/her productive time and must be designated as such in writing by the employer. An employee’s “residence” shall be the city or town in which the individual has an abode or dwelling place. An employee whose resident city is a location other than his/her “official station” shall not be allowed mileage to travel between them except as provided under the Special Authorizations section of this policy.

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 by the Chancellor or Vice Chancellor for Finance and Administration and the request must show the benefit to the University.

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.

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. The TR-1 form can be found at:

<http://www.uapb.edu/sites/www/Uploads/files/PDFs/tr1.pdf>

Procedures for Travel Reimbursement (TR-1)

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.

Where non-state employees and other official guests of the University are authorized to render service on behalf of the State/University, their names and expenses will be defined and described on form TR-1. If, in addition to his/her expenses, a non-state employee performs official service for which he/she is paid a fee, the travel reimbursement process is not to be used to pay the fee, but his/her invoice for professional services is to be paid in the usual manner on the general expense document with the proper professional invoice attached.

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.

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.
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. Incidental expenses incurred by the traveler such as postage and procurement of minor supplies essential to the performance of state business may be reimbursed from Petty Cash funds upon presentation of proper receipts.

STUDENT TRAVEL

Frequently, students travel off-campus to represent the University. Some trips are made in University vehicles, some via commercial transportation, and others in private cars. It is imperative that there be adequate protection for the student and the University from claims and liability that might arise from these occasions. To ensure such protection, the following will be observed as policy and procedure:

1. Official Representation:

The University recognizes that a student travels as its official representative when, and only when, all the following requirements are satisfied:

1. An administrative official having authority to do so authorizes a student or students to be official University representatives for the purpose of attending an event related to accomplishment of university educational purposes.
2. The University will benefit from the representation in a substantial manner.
3. The student or students travel by University vehicle or travel according to transportation selected for them and approved by the person authorizing the travel.
4. The student or students meet campus requirements for participating in co-curricular activities verified by the sponsor.
5. Before leaving the campus, the student or students and accompanying faculty or staff, if any, shall have registered according to the procedures outlined in this policy.
6. Students attending functions on their own initiative in the guise of being from the University, the institution deriving benefit only from the resulting publicity, are not official University representatives. Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus for University purposes.

2. The following procedure, therefore, is established:

- A. Students may travel on public carriers, in University fleet vehicles, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle.
- B. At no time will students be allowed to operate a University fleet vehicle.
- C. Students shall file reports with Risk Management Coordinator in the Controller's Office concerning any accidents, collisions, personal injury, or property damage to themselves or to others upon returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.
- D. The above rules are inapplicable and/or exceptions are as follows:

- i. Students traveling under the University's Athletic Departments as athletes.
- ii. Any vehicular travel between portions of the campus located in the same city or its suburbs. This includes all of the University Experimental Farm areas in Marianna and Lonoke and the North Little Rock site.
- iii. Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the University as official travel, and the University will accept no responsibility for any liability arising there from.
- iv. Dispatching of a student on a personal errand for a faculty or staff member in a city where the student is regularly enrolled.
- v. Students on an official Study Abroad program will follow official Study Abroad travel procedures.
- vi. Graduate students and other students who are traveling as paid employees of the University.
- vii. Students driving themselves to Clinton National Airport (LIT).

3. **Advisors/Sponsors:**

Advisors/Sponsors are encouraged to accompany students on off-campus trips covered under this policy, but are not required to do so. A sponsor can be defined as any full-time or part-time faculty or staff member, any graduate assistant with a direct connection to the purpose of the off-campus travel, or any graduate assistant who advises a registered student organization in an official capacity as defined by the registered student organization policies.

4. **Student Conduct:**

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of conduct. Any accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon returning to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip.

5. **Makeup of Classes Missed:**

Students are sometimes away from the University during regularly scheduled classes to represent the University in a variety of activities—professional meetings, workshops, field trips, research activities, athletic events, debate competitions, sport club events, judging events, fine arts events, etc. The University recognizes the value of these activities for personal development and as an educational opportunity. Instructors are strongly encouraged to assist students in making up class work (including lectures, laboratories, tests, etc.)

missed because of these activities whenever possible. However, the instructor has the final responsibility to determine if it is feasible to make up the work. The following procedures establish a framework for communication between the student and instructor on this question.

6. Instructor's Responsibility:

The instructor should determine the requirements for the course including tentative dates of tests, field trips, etc. together with a makeup policy and supporting rationale. The instructor should let students know course requirements on the first day of class, preferably in writing. Similarly, if there are any meetings of the class outside the hours assigned in the Schedule of Classes, these should be identified in their Schedule so the student knows when registering what other times he/she is to be available.

7. Student's Responsibility:

When possible, a student who anticipates a substantial amount of activity as a University representative during a particular semester should schedule courses and class times to minimize the conflict. The student should make the instructor aware of any planned absences as a University representative as soon as possible and request arrangements for make-up of the work to be missed. The student and instructor should confer to attempt to resolve any differences. The chairperson or area coordinator may be brought into the discussion, particularly if there is a potential need for additional resources or increased support for the instructor. If the student questions the instructor's final decision the student has recourse through the student academic appeal structure.

Student Travel Advances

Student Travel Advances for student/client/group activities as defined by ACA 19-4-904 (d) may be made for 90% of the anticipated expenses that are not to be direct billed to the institution.

Where practical, issuance of a Sponsored Business Travel Card (SBTC) to the individual responsible for the group activity is acceptable with the card being maintained in the Accounts Payable section of the Controller's Office and checked-out/returned after each trip.

When distributing funds to students during group travel, the group leader will give each student their allotted meal amount in cash. The group leader(s) is required to keep a signature sheet with the student's name, id number, and amount received. The student is required to sign for the amount of cash received. This signature sheet is used as meal documentation and is submitted with the travel claim.

ATHLETICS TRAVEL

Team Travel

Athletics or "Team" travel expenses associated with regularly scheduled athletic or other non-athletic university events, will be limited to the expenses incurred by athletes, coaches, university designated advisors, athletic department support staff, and official guests who are university employees and whose attendance is specifically justified. Non-university employees will not be allowed to be supported on university funded travel unless they are providing a direct service to the athletic team or group involved, and this fact is so defined and approved prior to travel.

Prior to Travel:

A. Travel Authorization

Prior to traveling, a Travel Authorization form ***MUST*** be completed. The completed Travel Authorization is then submitted for approval by required department administrators including the Athletics Business Manager who ensures that sufficient funds are available in the account(s) being charged for travel.

B. List of Travelers

A ***complete*** Athletics Travel Authorization includes a list of all travelers:

- Athletes
- Coaches
- University designated advisors
- Athletic department support staff
- Official guests who are university employees and whose attendance is specifically justified

C. Requisition for Travel Advance

Coaches are granted a \$1,000 travel advance each time the team travels to cover incidentals while traveling. Coaches are responsible for obtaining receipts for each purchase incurred using travel advance funds. In addition, all coaches who request travel advances must sign a Travel Advance Agreement with the Travel Administrator indicating that the amount of un-used travel advance funds must be re-paid within 20 days from date of the team's return to campus. The University has the authority to withhold payment from payroll if advance is not re-paid within the time allotted.

The completed and approved Travel Authorization, including the List of Travelers is forwarded to the Budget Office for approval. After submission and approval, the Office of Procurement will generate a Purchase Order (PO), and forward the PO and the Travel Authorization to the Travel Administrator.

The Travel Administrator will generate a check made payable to the coach for the advance amount.

D. Use of Travel Card (Ghost Account)

The Athletics Business Manager has been issued a university credit card that can only be used for airfare, lodging, registration, and entry fees for team travel and/or coaches' travel.

BEFORE INCURRING CHARGES ON THE TRAVEL CARD:

- Athletics Travel Authorization, including the List of Travelers must be completed and approved
- Requisition must be created on the account that will be incurring the related travel expenses

During Team Travel:

A. Use of Meal Card

The Head Coach for each sport has been issued a meal card. This card can only be used for team travel meals. When leaving tips for servers, only 15% gratuity is allowable for reimbursement unless the restaurant charges a tip amount over the 15%.

BEFORE INCURRING CHARGES ON THE MEAL CREDIT CARD:

- Athletics Travel Authorization, including the List of Travelers must be completed and approved
- Sufficient funds must be available on the Blanket Purchase Orders previously approved on each account that will be incurring the related meal expenses

After Returning From Team Travel:

A. Reconciliation of Travel Advances

The Athletics Travel Advance Receipt Reconciliation Form must be completed, signed by the coach, and approved by the Athletics Business Manager. Receipts for each meal or other expense must be attached to the Reconciliation Form. In addition, a written justification is required on all incidental purchases made with contingency funds. The approved reconciliation form and attached receipts, and all un-used travel advance funds must be submitted to the Travel Administrator **within 20 days of returning from travel**.

Not submitting all paperwork to the Travel Administrator within 30 days after returning from travel will result in Travel Advance amount being withheld from the coaches' payroll check.

B. Reconciliation of Travel Card (Ghost Account) charges

The Athletics Travel Card Receipt Reconciliation Form must be completed, signed by the coach, and approved by the Athletics Business Manager. Receipts for each meal or other expense must be attached to the Reconciliation Form. The approved reconciliation form and attached receipts, the approved Travel Authorization (including the List of Travelers), and Purchase Order must be submitted to the Travel Administrator by **COB on the 23rd of each month for the current bill which ends on the 15th of month.**

Sanctions for not submitting all paperwork to the Travel Administrator by the deadline are as follows:

- 1st offense – use of card is suspended for 30 days.
 - Team airfare, lodging, registration and entry fees will be paid via travel advance or on a reimbursement basis.
- 2nd offense – use of card is suspended for 1 year.
 - Team airfare, lodging, registration and entry fees will be paid via travel advance or on a reimbursement basis.

C. Reconciliation of Meal Card charges

The Athletics Meal Card Receipt Reconciliation Form must be completed, signed by the coach, and approved by the Athletics Business Manager. Receipts for each meal or other expense must be attached to the Reconciliation Form. The approved reconciliation form and attached receipts, the approved Travel Authorization (including the List of Travelers), and Blanket Purchase Order (BO) with sufficient funds available must be submitted to the Travel Administrator by **COB on the 23rd of each month for the current bill which ends on the 15th of month.**

It is the responsibility of the Athletics Business Manager to insure that sufficient funds are available on each BO when the reconciliation paperwork is submitted to the Travel Administrator or paperwork will not be processed.

Sanctions for not submitting all paperwork to the Travel Administrator by the deadline are as follows:

- 1st offense – use of card is suspended for 30 days.
 - Team meals will be via Travel Advance.
- 2nd offense – use of card is suspended for 1 year.
 - Team meals will be paid via Travel Advance.

COACHES' TRAVEL

Prior To Coaches' Travel: (this applies to meetings/conferences and recruiting)

A. Travel Authorization

Prior to traveling, a Travel Authorization form ***MUST*** be completed. The completed Travel Authorization is then submitted for approval by required department administrators including the Athletics Business Manager who ensures that sufficient funds are available in the account(s) being charged for travel.

B. List of Travelers

A ***complete*** Athletics Travel Authorization includes a list of all travelers:

- Coaches
- Athletic department support staff
- Official guests who are university employees and whose attendance is specifically justified

MEETINGS AND CONFERENCES

When coaches are traveling to meetings or conferences, they are to adhere to the UAPB Travel Policies and Procedures for:

- Meals
- Transportation (personal vehicle usage, motor pool vehicles, etc.)
- Travel Advances
- Travel Reimbursement
- Miscellaneous Expenses
- State Fuel Card Usage
- Items Not Reimbursable

The Athletics Business Manager can use their designated Travel Card (Ghost Account) for airfare, lodging, rental vehicles, registration, and entry fees. The same procedures for monthly reconciliation must be followed as with Team Travel.

RECRUITING

All applicable NCAA and Conference rules and regulations regarding recruiting must be followed. Coaches are required to be thoroughly familiar with and have knowledge of the recruiting, eligibility and financial aid regulations found within the NCAA manual (Bylaws 13, 14 and 15) before attempting to recruit prospective student-athletes.

Coaches must remember that recruits are limited to five paid official visits and may make only one official visit (prior to high school graduation) to any given school. The

institution is required to notify prospective student-athletes of this limitation in writing at the time of the invitation and prior to the visit. It is also important to remember that prospective student-athletes and parents on an unofficial visit are not eligible for any kind of meals, lodging or transportation. (Even buying the recruit a soda is prohibited.) Prospective students-athletes on an unofficial visit are eligible only for up to three complimentary admissions to an on-campus athletic event. Only coaches may contact prospective student-athletes. Alumni, boosters and representatives of athletics interests are specifically prohibited from making any contact with a recruit, either in person, by phone or mail.

When coaches are traveling for recruiting purposes, they are to adhere to the UAPB Travel policies and procedures for:

- Meals
- Transportation
- Travel Reimbursement
- Miscellaneous Expenses
- State Fuel Card Usage
- Items Not Reimbursable

The Athletics Business Manager can use their designated Travel Card (Ghost Account) for airfare, lodging, rental vehicles, registration, and entry fees. The same procedures for monthly reconciliation must be followed as with Team Travel.

A. Requisition for Travel Advance

On recruiting trips, coaches are granted a travel advance for 100% of the anticipated expenses of overnight trip that are not to be direct billed to the institution through the use of the Travel Card (Ghost Account). Coaches are responsible for obtaining receipts for each purchase incurred using travel advance funds. In addition, all coaches who request travel advances must sign a Travel Advance Agreement with the Travel Administrator indicating that the amount of un-used travel advance funds must be re-paid within 20 days from date of the team's return to campus. The University has the authority to withhold payment from payroll if advance is not re-paid within the time allotted.

The completed and approved Travel Authorization, including the List of Travelers is forwarded to the Budget Office for approval. After submission and approval, the Office of Procurement will generate a Purchase Order (PO), and forward the PO and the Travel Authorization to the Travel Administrator.

The Travel Administrator will generate a check made payable to the coach for the advance amount.

After Return From Travel:

A. Reconciliation of Travel Advances

The same procedures for monthly reconciliation must be followed as with Team Travel.

RECRUITING ADMINISTRATION

The Director of Compliance will develop procedures and forms to ensure compliance with all applicable NCAA, Conference and UAPB recruiting regulations, including but not limited to:

- Evaluations;
- Contacts;
- Official visits; and
- Complimentary admissions.

The Director of Compliance will coordinate with the Athletics Business Manager to monitor the Athletic Travel forms for recruiting travel to assure coaches are completing the necessary information regarding evaluations and contacts on the road.

The head coach is responsible for developing and sending letters of invitation to recruits coming to the university on an Official Visit to assure timely notification of the student-athlete of his or her rights and restrictions regarding such visits as required by the NCAA.

RECRUITING COMPLIANCE PROCEDURES

Recruiting is one of the most volatile and variable of compliance areas; therefore, recruiting procedures must be clearly defined and documented. Recognizing that no two sports or two coaches will necessarily recruit in the same manner, each head coach is responsible for monitoring recruiting procedures for his/her own program. These procedures are developed in coordination with the Director of Compliance to assure the Athletics Department, on the whole, is not violating NCAA regulations. One of the most important aspects of recruiting procedures is documentation.

CHECKPOINTS ON RECRUITING

- Telephone, evaluation and contact logs maintained by the head coach and kept on file for review by the compliance office;
- List of prospective student-athletes contacted on file in coaches' office;
- PSAs receiving complimentary admissions to on-campus athletic events on file in Ticket Office;
- Campus tour groups receiving complimentary admissions to on-campus athletic events on file in Ticket Office;
- Recruiting trip contacts and evaluations detailed on travel statement on file in the Offices of Athletics Business and Compliance ;
- Official visit notification statement on file in the Compliance Office;
- Official visit record on file in the Compliance and Business Offices; and
- Unofficial visit record on file in compliance office.

ACCOUNTING OF RECRUITING FUNDS

The expenditure of all funds used for recruiting purposes will be handled through and monitored by the Athletics Business Director in accordance with standard institutional procedures. No outside sources may be used for recruiting expenditures except trade outs utilized through a possible booster organization. The use of all trade outs will be monitored through the booster organization and audited by the Athletic Business Office.

Recruiting travel expenses will be handled separately from all other travel in each sport. No funds other than those initially budgeted for that purpose may be used for recruiting travel. Coaches traveling for recruiting purposes must fully complete the university Travel Authorization forms to include all recruiting information.

OFFERING OFFICIAL VISITS

Before coaches are permitted to extend an invitation to a prospective student-athlete to visit, the compliance office must review the prospect's academic credentials, standardized test scores (if applicable) and **confirm the PSA has registered with the NCAA Eligibility Center**. Prior to providing an official visit, coaches must submit the following items to the Compliance and Athletics Business office and allow 48 hours approval time.

- NCAA Eligibility Number;
- Visit Itinerary with date and time of arrival and departure;
- Form Letter – NCAA Rules and 5-Visit Limit;
- Student Host Form;
- Complimentary Ticket request form, if applicable;
- High School transcript (complete through the 11th grade);
- SAT/ACT/PACT/PSAT test scores;
- Junior College prospects provide: JUCO Transcript, & Historical Data form; and
- After the visit, present the Official Visit Record form to the Compliance Office.

Approved Official Visits

The Athletics Director of Compliance may, when requested, provide an academic profile for the coach. The coach must then forward ticket request to the ticket manager.

Individuals other than a parent, spouse or legal guardian, when accompanying a prospect on an official visit, are not eligible for expenses such as meals, entertainment, etc.

CONDUCTING OFFICIAL VISITS

These guidelines apply to unofficial visits also, except those that concern provision of meals, housing and entertainment.

Boosters

Coaches are responsible for assuring that prospects and boosters do not interact during an official visit. Special arrangements must be made within the coaching staff when a large group of prospects participate on an official visit simultaneously, so that contact with boosters can be avoided through the efforts of the coaching staff or other support staff members.

Meals

During an official visit, the prospect, his/her parents or legal guardians and his/her spouse are the only individuals permitted to have meals provided. If coaches plan to take the prospects and their parents to a restaurant for a meal, only university coaches, their spouses and student hosts may attend the meal.

Entertainment

During the official visit, entertainment of the prospect, the parents or spouse must occur within a 30-mile radius of the UAPB campus and it may not be excessive in nature. Coaches must prevent any contact with boosters both on and off campus while entertainment occurs. Contact with a booster, even if inadvertent, is a secondary violation of NCAA regulations and the prospect's eligibility would have to be reinstated for UAPB to resume recruitment of the prospect.

A student-athlete should be assigned to act as host for the prospect during the visit. The host may receive up to \$30 per day for entertainment purposes. One student-athlete host, per day, per prospect may eat a meal with the prospect during the visit.

A luncheon, dinner or brunch at the home of an institutional staff member (e.g. the athletics director, a coach a faculty member or the institution's president) may be held for a prospective student-athlete on an official visit, provided the entertainment is on a scale comparable to that of normal student life, is not excessive in nature and occurs on only one occasion. If a meal is to be eaten at a coach's home, it must be on the itinerary.

Permissible Meals

In a 24-hour day the prospect and parents, guardians or spouse may have three meals and while on an official visit. It is a violation to leave a snack in the prospect or parent's room unless it is included as the dessert for one of the permissible meals.

Tryouts

While on an official visit (or unofficial) a prospect may not participate in any physical activity, which may be construed as a tryout. The prospect's itinerary may not include a time for participating in activities that could be reported to the coach as an indication of athletic ability. If a prospect requests to participate in some kind of physical activity, the coach may not be present and those team members who accompany the recruit may not report back to the coach concerning the abilities that the prospect displayed.

Alcohol

Coaches are responsible for ensuring student hosts do not use or provide alcohol on official visits. Most prospects are not of legal age to drink alcohol. The use of alcohol exposes the department of athletics and the university to liability that cannot be defended in a court of law should a prospect become injured or killed in an alcohol related incident.

Pictures and Apparel

While on an official visit, a prospect may have their picture taken by UAPB personnel (or by photographers directed by UAPB personnel) for the university's use after the prospect has signed the NLI. We may not take their picture and provide it to them for a nominal fee or free of charge. Of course if the recruit brings his/her own camera they may take unlimited pictures.

Any other items of tangible value used to show the recruit what it is like to be a UAPB student-athlete may not be given free of charge or paid for by the prospect. It is not permissible to loan athletic gear or apparel to prospects for their use during an official visit.

High School & Junior College Coaches

High school and Junior college coaches may not be reimbursed or provided any kind of benefit for bringing prospects to campus for an official visit. They may be provided with two complimentary admissions to a home contest.

Mailings

Before sending a letter to a target audience (e.g. all juniors) submit the letter to the compliance office for approval to assure compliance with NCAA Bylaw 13.4. If contacted by a high school sophomore or freshman, you may provide a questionnaire or camp brochure, but DO NOT include correspondence that could be construed as a solicitation for enrollment.

UNOFFICIAL VISITS

All unofficial visits must be documented on the Unofficial Visit Record form and return to the compliance office after the visit within 48 hours of the visits completion.

If the visit required an overnight stay, identify where the prospect stayed and how it was arranged on the form. If the stay was in a dorm, on campus, attach a copy of the receipt from housing or a statement of explanation if they stayed with a friend.

If the prospect desires to attend a home contest, you must complete a Complimentary Tickets request form for an unofficial visit.

TRAVEL QUESTIONS

If you have any questions regarding any section of this Travel Policy, please contact the Travel Specialist at (870) 575-8878 or the Accounts Payable Supervisor at (870) 575-8912.