

# Travel Procedures

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## **INTRODUCTION**

Employees may be paid travel expenses when they are required to travel away from their "official station" on university business. The main function of the Financial Accounting Travel Office of the University of Central of Arkansas is to process travel requisitions in a timely and accurate manner, in accordance with regulations of the State of Arkansas for those who are authorized to carry out official duties. Travel may only be processed when all state-required and university-required approvals and/or documents have been completed and received by the Financial Accounting Travel Office. This manual's information will serve as basic travel processing guidelines for all university departments.

Employees traveling on official business must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-1 form if they have not already done so when hired. All drivers should be provided with copies of their VSP-1 and the Driving Safety Tips. For more information, please see the Physical Plant website.

## **TRAVEL STAFF & FAX NUMBER**

Marcia Girdler	450-3245	Project Coordinator for - A/P Travel
Peggy Robinson	450-5024	Travel Supervisor
Katie Stehle	450-3620	Travel Clerk
Fax	450-5319	Financial Accounting Area

## **TRAVEL REQUISITIONS**

When travel is anticipated, a Travel Requisition must be completed for the estimated total cost. The Travel Requisition should be submitted as soon as possible to allow sufficient time for processing. A travel requisition is completed just like any other requisition (See the Purchasing manual for instructions) except that additional information must be included in the document text. Click the options drop down menu and then choose the document text. The following information must be included:

- Destination/Location (Where)
- Dates of the trip (When)
- Purpose of the trip (Why)
- Airline amount, if applicable
- Registration amount, if applicable
- If registration is being paid to a vendor on a purchase order, you must list the traveler's name and their Travel purchase order number or state that no other expenses will be reimbursed.
- If paying hotel or meals on a purchase order for an employee, a direct billing form must be complete.
- When using more than one FOAPAL line, document accounting must be unchecked in the requisition process.
- No tax on travel.

The Banner travel account numbers and commodity codes are:

- **717100** - Commodity code **96287** Individual Travel-Official Business
- **717115** - Commodity code **96289** Individual-Travel Conference/Convention
- **717110** - Commodity code **96288** Group Travel

- **717120** - Commodity code **96286** Recruitment Travel
- **717200** - Commodity code **96285** Charter Services
- **717201** - Commodity code **97113** Rental Cars

Please note that when an employee travels for the University, his own personal insurance is the primary insurance and UCA's is always secondary. Since travel requisitions not requesting reimbursements are no longer required, it will be the responsibility of the department to know when someone is on official business.

### **SHARED TRAVEL EXPENSES**

When it is beneficial to the University for one state employee to pay for the hotel room, rental car, registration, airline, etc. of another state employee, the following guidelines should be observed:

- The employee paying for the expense must have completed a travel requisition with sufficient funds to pay for the designated expense.
- A detailed receipt clearly showing the traveler who paid for the expense and for whom it is.
- A list of people for whom the expenses were incurred must be attached to the TR-1 to prevent duplicate reimbursements.
- Only the person paying for the expense may claim the expense on their TR-1.

All state employees must claim their own meals. There are no exceptions.

### **STANDING TRAVEL PURCHASE ORDER**

Standing Travel Orders should be used to eliminate excess paperwork by those travelers who anticipate traveling on a regular basis during a fiscal year. For example, a faculty member knows that he/she will be supervising student teachers in various Arkansas cities during the fall semester. He/she will submit a travel requisition for the period of September, October, November, and December instead of doing four monthly Travel Requisitions. An estimate of total expenses for these months should be included on the travel requisition. In the case of an overnight stay, the daily maximum rates will still apply. The TR-1 should be submitted to the travel office by the fifth working day of each month and will be settled by the 23rd day of the month. When the final TR-1 for a Standing Travel Order is filed, it should be marked **FINAL**. Standing Travel Orders can be prepared for the entire fiscal year, but they may not cross fiscal years. **When, where, and why** must be listed in the document text, even on a Standing Travel Purchase Order.

Example of what the document text should look like:

**Where:** Various Arkansas Cities

**When:** August 15, 2010 – December 31, 2010

**Why:** To supervise student teachers

### **LODGING**

The daily maximum for a hotel room is limited by the federal-per-diem rate and is based on the location for in-state, out-of-state, and foreign travel. To determine the maximum that a traveler may be reimbursed for lodging, please refer to

<http://www.gsa.gov/portal/category/21287> . If conducting foreign travel, 10% must be deducted from the listed lodging amount, as this has an incidental built into travel that the state doesn't reimburse.

**For example**, the maximum allowed for Graz, Austria is \$199.00 per day for lodging. Therefore, \$19.90 would be subtracted from \$199.00 allowing \$179.10 that would be the maximum that would be allowed for lodging in Graz, Austria.

Find the county or city of destination to determine the maximum lodging rate. If a county or city of destination is not listed, the standard rate is applicable. If the destination city is a suburb of a large metropolitan area, please note this on your TR-1.

If a lodging deposit and/or payment are required to be paid in advance, it can be done a personal credit card or a UCA Ghost Credit Card. If a personal credit card is used, a reimbursement may be requested prior to the trip by submitting the charges with supporting documentation on a TR-1 to the travel office. A second TR-1 must be submitted after the trip has occurred to claim the remaining expenses. If payment is required prior to a traveler's arrival the UCA Ghost Credit Card may be used, but the **Lodging Payment Request Form** (See Accounts Payable/Travel web page) must be completed and forwarded to the Financial Accounting Travel Office. ***Please note that the Travel Office does not make reservations, only required payments.*** To make a reservation via the Internet, a traveler must come to the Travel Office and use one of the Financial Accounting Travel Office computers. Marathon Travel may be accessed from your desk or home, after the travel has been approved and given a purchase order number for the travel.

With the steadily increasing costs of motels and hotels, it is necessary for all UCA employees to make every effort to obtain the best rates available. Asking the appropriate questions to the reservation personnel can often negotiate better room rates. As a general rule, hotel personnel do not volunteer that these discounted rates even exist. The traveler must be responsible for specifically asking for any discounts by name. Examples of the questions that may be asked:

1. What governmental, educational, or commercial rates are offered?
2. If governmental rates are available, do State of Arkansas Institutions of Higher education qualify for them? (In most cases, university personnel are eligible. However, a UCA ID may be required for the traveler to be allowed to receive the discount.)
3. Are other discounts available such as AARP, AAA, Sam's Club, or Retired Military? If an employee qualifies for any or all of these, each rate should be requested. The best rate offered should then be selected before a commitment is made.

A traveler should not assume that an advertised "convention rate" is always the least expensive. Often the discounted rates mentioned above will result in lower rates. Also, rates at hotels not classified as the "convention site" are sometimes less expensive.

Obviously, a traveler should give consideration to such factors as safety, proximity to meetings, costs of taxi fare, and whether it is beneficial for him/her to actually be at the "Convention site" for networking purposes. Sometimes significant rate savings can occur if travelers can be slightly flexible with their plans and be willing to make an adjustment as small as staying at a hotel across the street from a designated "convention hotel". The travel agency's most commonly used by UCA is very knowledgeable and willing to provide alternative hotels. However, the traveler must provide the agent with the name and location of the "convention hotel" (or a nearby landmark) as well as the advertised convention rate upon which he is attempting to improve. For example, if a convention is being held in San Antonio at the Marriott Riverwalk and the advertised convention rate is \$150.00 per night, a traveler can call the travel agent to make his/her airline reservations and also to identify any alternative hotels in the Riverwalk area that cost less than the stated rate of \$150.00.

If a traveler shares hotel expenses with one or more other travelers, each traveler's name must be on the receipt. If one person paid the room deposit for a room that is being shared, please make sure the room deposit amount is deducted from the portion of the person that paid the deposit.

When it is beneficial to the University for one state employee to pay for the entire hotel expenses when sharing a hotel room, the following guidelines should be observed:

- Name of the employee paying for the expense.
- The employee paying for the expense must have sufficient funds on the travel purchase order to cover the entire expense.
- A detailed receipt clearly showing the traveler who paid for the room.
- A list of people sharing the lodging must be attached to the TR-1 to prevent double reimbursement.
- Only the person paying for the expense can claim the expense on their TR-1.

## **MEALS**

### **A TRAVELER MAY ONLY CLAIM ACTUAL EXPENDITURES UP TO THE MAXIMUM.**

For the daily meal maximum permitted on travel, see the website address at <http://www.gsa.gov/portal/category/21287>. Find the city of destination to determine the maximum meal rate for that city. If the county or city of destination is not listed, the standard maximum meal rate is applicable.

The number of meals for which one can be reimbursed per day is determined by the departure and return times as listed on the TR-1. To claim breakfast, a traveler must leave at or before 6:00 a.m. If the time of return to the official station is before 11:00 a.m., no lunch reimbursement shall be allowed. If the departure time from the official station is after 1:00 p.m., no lunch reimbursement shall be allowed. A traveler's return to his official station at or after 6:00 p.m. qualifies him/her to claim dinner.

To determine the maximum for each meal, locate the city of destination and its total daily limit on meals. For calculation of:

- Breakfast; divide the daily limit by 6.
- Lunch; divide the daily limit by 3.
- Dinner, divide the daily limit by 2.

### **MEAL REIMBURSEMENT WITHOUT OVERNIGHT**

Effective April 1, 2009, the University of Central Arkansas implemented a new policy related to meal reimbursement for day travel without an overnight stay. The following conditions apply:

1. The day travel period must be for a period of twelve hours or more.
2. An explanatory memo must be provided that justifies the request for meal reimbursement. It must be signed by the traveler and the traveler's supervisor and must be submitted with the TR-1. (The memo form is on the Travel website and is entitled "Memorandum for Day Travel without Overnight Stay".
3. Itemized meal receipts are required. Meals with itemized receipts may be reimbursed up to the federal per-diem rate for that particular location.
4. May have to be claimed on traveler's W-2.

### **CONFERENCE/REGISTRATION FEES**

Conference and registration fees may be paid with a personal credit card or the UCA Ghost Credit Card. If there is a place for a credit card payment on the registration form, the REGISTRATION PAYMENT REQUEST FORM must be completed and attached to the registration form and then forwarded over to the Travel Office for payment with the UCA Ghost Credit Card Form. If registration via the Internet is needed, the traveler must come to the Travel Office and use one of the Financial Accounting/Travel Office computers after the travel has been approved and the purchase order has been assigned a number for the travel.

Due to a change in state regulations effective 3/1/03, no advances will be given for conference or registration fees. Reimbursement for registration fees may be requested before the trip occurs by submitting the charge with supporting documentation on a TR-1 sent to the Travel Office.

### **AIRLINE TICKETS**

Airline tickets from a travel agency may be paid with a personal credit card or the UCA Ghost Credit Card. To purchase a ticket through Conway Travel using UCA Ghost Credit Card, a traveler would call and make the airline reservations. The **Airfare Payment Request Form** would then be completed and forwarded to the Financial Accounting Travel Office. To purchase a ticket using Marathon Travel using the UCA Ghost Credit Card, a traveler would go online with a travel purchase order number and purchase the ticket without having to come to the Travel Office.

Purchase of airline tickets on the **Internet** may be processed with a personal credit card or a UCA Ghost Credit Card. When using the UCA Ghost Credit Card, a traveler must come to the Financial Accounting/Travel Office and use one of the computers located

there to purchase the tickets. Caution should be taken to ensure that the Travel Requisition has been approved and the Purchase Order travel number has been assigned prior to incurring any expenses.

Reimbursement for airline tickets may be requested before the trip occurs by submitting the charge with supporting documentation on a TR-1 to the Travel Office.

In the event a ticket cannot be refunded or used before it expires, a memorandum must be sent to the Travel Office from the traveler or guest of state's sponsor explaining why the airline ticket was not used and the procedures that he/she followed in an attempt to receive credit on behalf of the University for the unused airline ticket. The cancelled or voided ticket should be attached to the memorandum.

## **RENTAL VEHICLE**

Car rentals shall be limited to official business only and shall be allowed only for those rare occasions where it can be documented that this mode of travel is more economical than a taxi, airport shuttle, etc. **The Justification for Rental Car** portion of the TR-1 must be completed showing documentation of savings to receive reimbursement for car rental.

**Example:** Cheaper by \$8.40 to rent a car than to collect mileage on my own car. 484 miles round trip from Tulsa to Conway @ .35 a mile= \$169.40. Rental and gas= \$161.00.

If you type in "**taxi rates for (the town)**" in the search engine you normally can figure out if it is cheaper to rent a car then to take a taxi or shuttle bus. Any travel other than to and from airports and place of lodging must be documented as official business before consideration for approval will be given. Any portion of car rental expense that is determined to be personal in nature will be the responsibility of the traveler, and the state will not reimburse the employee for such expenses.

**Example:** Taking a taxi if going out to eat would be considered personal use.

## **MILEAGE**

When an UCA employee travels, his/her insurance is primary and UCA's insurance is secondary. Maximum mileage allowed for personal vehicle use will be determined by the **SHORTEST** major highway route, and will be reimbursed at the current rate designated by the University of Central Arkansas. The current rate is \$.35 per mile. Any vicinity mileage claimed should be listed separately from "To and From" mileage and noted as such. If more than one traveler is transported in the same vehicle, only the owner can claim mileage reimbursement. Official mileage will be verified through the Rand McNally website located at <http://www.randmcnally.com>.

## **MISCELLANEOUS EXPENSES**

Reimbursement for miscellaneous expenses may be allowed with adequate justification when they are necessary in the performance of the official duties, **but detailed receipts are required.** Reimbursement for PHONE CALLS/INTERNET shall be limited to those pertaining to official business only and must be stated as such on the TR-1 form. If membership dues are associated with a conference registration, they also may be claimed

on the TR-1 by attaching a proper receipt; otherwise, dues should be paid on a purchase order. **No** valet parking allowed without proper justification.

### **NON-STATE EMPLOYEES**

A non-state employee whose activities or services benefit the University shall be allowed reimbursement for actual reasonable expenses for meals, lodging, transportation, and other miscellaneous expenses when actual receipts are provided.

#### **Guest of State claiming his/her own expenses:**

Each Guest of State must complete a Travel Requisition prior to the trip and a TR-1 must be completed after the trip. The Guest of State must have receipts for lodging, airline, phone calls, and miscellaneous expenses, but not meals.

#### **Guest of State being claimed on an employee's travel:**

When a state employee is claiming the expenses of a Guest of State, he/she must include the name of the Guest of State and the estimated expenses for the Guest of State on the employee's travel requisition. A TR-1 with the Guest of State's expenses listed under incidentals and labeled as Guest of State must be submitted to the Travel Office five working days after completion of the trip. The employee must have receipts for all expenses for the Guest of State including meals.

### **ADVANCES**

A traveler may receive up to 50% of the estimated out-of-pocket expenses for domestic travel and 75% of the estimated out-of-pocket expenses for international travel, excluding airline tickets and registration fees. No advances will be given for any expenses paid by direct billing. **A TRAVEL ADVANCE WILL NOT BE ISSUED UNLESS IT IS CALCULATED TO BE A MINIMUM OF \$50.00.** The advance check can be obtained in the Financial Accounting Travel office one or two working days prior to the trip. When the traveler receives the advance, he/she must sign a Travel Advance Agreement. This agreement states that the traveler will file a TR-1 within five working days after returning to his/her official station after completion of travel. Failure to do so may result in suspension of future advance privileges.

University personnel who have received a sponsored credit card are discouraged from receiving a travel advance. Should it be necessary for a cardholder to apply for a travel advance, a letter of request from the traveler's immediate supervisor must be submitted to the Travel Administrator, justifying the advance by explaining why the anticipated expenditures cannot be charged to the traveler's sponsored credit card. If an advance has been given to an individual, the sponsored credit card **CANNOT** be used for that same trip unless a legitimate emergency situation arises. State regulations prohibit the traveler from receiving advances in the future and/or may cause the loss of use of sponsored credit card. This is a state regulation.

### **REIMBURSEMENTS PRIOR TO TRIP**

With an approved Travel Purchase Order, an employee may be reimbursed for the expense of airline tickets, lodging deposits, and/or registration fees prior to the travel occurring when it is economically advantageous for the University. The traveler may

submit an initial TR-1 with appropriate receipts for those expenses for which he/she is asking to be reimbursed prior to his/her trip. A second TR-1 will be submitted after the trip is completed for the remaining expenses.

### **SETTLING TRAVEL/TR-1**

**Upon completion of the trip, the traveler is to submit a TR-1 within five working days after returning to his/her official station.** This form is used to claim reimbursement for actual travel expenditures up to the maximum allowed by state law and shows expenses for which reimbursement is to be made. **The maximum must not be claimed unless actual expenditures for such purposes are actually incurred.** Dates and places on the TR-1 must match those on the Travel Purchase Order. If a change is necessary, a written explanation, signed by the VP level, must be given. If there is more than a 10% difference between the dollar amounts claimed on the TR-1 and the approved Travel Purchase Order, a change order to increase the Travel Purchase Order must be processed in Banner before the reimbursement can be processed. **THE TRAVELER IS RESPONSIBLE FOR OBTAINING ITEMIZED RECEIPTS THAT SHOULD BE STAPLED TO THE TR-1.**

If UCA is reimbursing the traveler for additional travel expenses above the amount of his/her advance, a check will be mailed to the traveler. If the traveler's advance exceeds the reimbursable expenses, the Travel Office will e-mail him/her that the travel is ready to settle and the date by which it must be settled. Travel advances must be repaid within 23 days of the traveler returning to his/her official station. Failure to settle travel with or without advances by the due date may result in suspension of future travel privileges.

### **NON-ATHLETIC GROUP TRAVEL**

State-supported Institutions of Higher Education may provide travel expenses for groups when those who instruct the students accompany them. The sponsor/instructor must complete a Travel Requisition to estimate expenses for the entire group. A written explanation of the activities for these individuals should be noted on the Travel Requisition in the document text block. Non-Athletic group travel may NOT claim expenses for entertainment, flowers, valet services, alcoholic beverages, or other similar expenses. A group advance is calculated as 90% of total estimated expenses. Group travel may be used only for off-campus events and is restricted to members and official staff members only. Several faculty, staff members, or students traveling together do not constitute group travel.

A **Group Travel Expenses Reimbursement Form** with proper detailed receipts including itemized meal expenses must be submitted to the Travel Office within five working days after the completion of the trip. After the receipts have been reviewed, the Travel Office will contact the sponsor to settle if the sponsor owes UCA money. Otherwise, a check will be mailed through the campus mail for the balance that is owed to the sponsor.

### **ATHLETIC GROUP TRAVEL**

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students in fundamentals of a competitive sport and direct

team strategy accompany them. In these circumstances, the payment of group expenses (including meals, lodging, travel, entertainment, gratuities, laundry, cleaning, and favors within reasonable limits) is allowed to ease the pressure on students of their objectives. A Travel Requisition should be submitted with estimated expenses for the group with the team coach as the traveler and the team listed as the Guests of State. An athletic group advance is calculated as 90% of total estimated expenses. Advances are given only to coaches who are waiting on their sponsored credit card to arrive. Group travel may be used only for off-campus ATHLETIC events and is restricted to team members and official staff members.

A **Group Travel Expense Reimbursement Form** with proper detailed receipts including meal expenses must be submitted to the Travel Office within five working days after the completion of the trip. After the detailed receipts have been reviewed, the Travel Office will contact the coach to settle if the coach owes UCA money. Otherwise, a check will be mailed through the campus mail for the balance that is owed the coach.

## **GENERAL INFORMATION SUMMARY**

### **DETAILED RECEIPTS ARE REQUIRED FOR THE FOLLOWING:**

1. Room receipt - MUST have the following:
  - Traveler's name
  - Individual room rate for each night
  - Tax amount per night
  - Show payment
2. Registration receipt - Must have traveler's name, amount paid, and its purpose.
3. Airline ticket receipt - Must have traveler's name, amount paid, and confirmation number.
4. Parking - Must have receipt for all parking expenses incurred including at airport, hotel garage, etc.
5. Rental Car - Must have traveler's name and amount paid. The Justification for Car Rental portion of the TR-1 must be completed as to why a rental car was needed and figures showing it was more economical to rent a car than other form of transportation.
6. Charges for business-related telephone calls/internet - It must be stated on TR-1 form that calls/internet were for business purposes.
7. All incidental expenses must have detailed receipts.
8. Any expenses claimed for a Guest-of-State must have detailed receipts. Name of the guest must be included on the TR-1.

**RECEIPTS NOT REQUIRED FOR INDIVIDUAL TRAVLERS:**

1. **Taxi** - Inner city travel
2. **Shuttle & Bus** - Inner city travel
3. **Meals** - Although there is a maximum daily allowance, only actual expenses are to be claimed.

**NOTE: IT IS BETTER TO HAVE A RECEIPT AND NOT NEED IT THAN TO NEED A RECEIPT AND NOT HAVE IT!**

**ITEMS NOT REIMBURSABLE:**

1. Alcoholic Beverages
2. Laundry (except for official student groups)
3. Any meal expenses for another state employee
4. Any expenses not directly related to University business

## **Mileage from Mashburn to Conway Schools**

Bob Courtway Middle School	6
Carl Stuart Middle School	1
Conway Christian School	2
Conway High School East (9-10)	2
Conway High School West (11-12)	1
Ellen Smith Elementary	2
Florence Mattison Elementary	5
Ida Burns Elementary	2
Jim Stone Elementary	3
Julia Lee Moore Elementary	3
Marguerite Vann Elementary	1
Ruth Doyle Middle School	4
Sallie Cone Elementary	1
Theodore Jones Elementary	6
Raymond & Phyllis Simon Intermediate	4
Woodrow Cummins Elementary	5