

MEALS CONT:

If a meal was paid for on your registration that is in addition to the cost of the registration, you will not be allowed reimbursement for an additional meal.

For example: If a banquet fee was paid in addition to the cost of the registration, you will not be reimbursed for a dinner meal the night of the banquet.

VEHICLE RENTALS

Vehicles should be rented only when it is more cost advantageous than driving your personal car, or taking a taxi or shuttle when out of town. When a vehicle is rented, unless you are renting the vehicle on foreign soil, you are not to take out the additional car insurance that will be offered to you at the rental agency.

We have a mandated State Contract for Car Rental with the following companies:

- Enterprise **XZ51R10**
- National **XZ51R10**
- Hertz **CDP301115**

Enterprise/National rentals include the additional vehicle insurance with each rental as long as you are renting using our contract numbers above.

REIMBURSEMENT FOR MILEAGE

When driving your personal vehicle, currently the State of Arkansas will reimburse at .42 cents per mile. The U of A will reimburse for official mileage calculated via MapQuest or other reputable mapping sites. When driving to the airport at Highfill, AR, the maximum mileage allowable is 70 miles. Mileage is calculated from your 'official station' unless you left from your home and it is closer, per State travel regulations.

TRAVEL ADVANCES

The U of A will allow an employee to receive a travel advance, not to exceed 50% of anticipated expenses and a student to receive a travel advance not to exceed 90% if requested on TA PRIOR to the trip. Group Trips may receive up to a 100% advance. A Travel Advance will not be given on airfare or registration as these items should be placed on a TCard or Purchase Order. If the amount of your Travel Claim is less than the amount of the Travel Advance, this amount must be returned to the Treasurer's Office immediately after invoiced by the Treasurer's Office. Failure to pay back any amount owed, will result in a payroll deduction.

EXPENSE REIMBURSEMENTS

Your Travel Claim is to be submitted within 15 days from return of your trip. In most instances, you should receive your reimbursement within 5 -10 working days after submitted to the Travel Office for processing.

REQUIRED RECEIPTS

- Airfare itinerary showing amount of ticket along with any service fee that
- Registration form showing amount of registration
- Itemized hotel receipt
- Itemized car rental receipt
- Taxi and/or shuttle receipt if cost for taxi is over \$25.00
- Parking (ex: hotel, airport, etc)
- Gas receipts if gas was purchased for a rental car
- Any misc. item purchased. (Ex: internet, bag fees, copying for presentation)

THINGS TO KNOW WHEN TRAVELING FOR THE UNIVERSITY OF ARKANSAS



Travel Office Staff

Grace Henderson-Travel Supervisor: 575-5271

Shavawn Smith-Travel Analyst 575-5298

Will Bailey Travel Specialist: 575-4005

Elena Degago-Travel & Pymt Specialist: 575-5363

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Travel Policy and processes may be found at:

<http://travel.uark.edu/>

This pamphlet may be used as a guide when traveling. If you have any questions at all regarding any travel issues or policies, don't hesitate to give the Travel Office a call.

Thank you

PRIOR APPROVAL BEFORE TRAVELING

University Policy states that whenever possible, individuals traveling on behalf of the U of A should have an approved Travel Authorization request entered online. This authorization will also include any 'estimated' expenses that will be incurred while on travel status.

If traveling internationally you **MUST** register with the Study Abroad Office and be approved to travel to your destination PRIOR to purchasing airfare, etc.

REQUIREMENTS WHEN PURCHASING AIRLINE TICKETS

!!!IMPORTANT!!!

State Regulations prohibit the purchase of **First Class tickets**. In addition, University policy also prohibits the purchase of **Business Class tickets** without prior approval by the Travel Office and then this will **ONLY** be considered when traveling overseas with an extended flight schedule.

Per State of Arkansas Travel Regs an airline ticket is to be purchased a minimum of **14** days in advance of travel. In most instances, the U of A purchases coach class tickets at the lowest nonrefundable rate.

Preferred Seating is **NOT ALLOWABLE** per State Regulations **UNLESS** it is the only seats left at the time of booking and that must be notated on documentation.

METHOD OF PAYMENT WHEN PURCHASING AIRLINE TICKETS

There are 3 ways of purchasing your airline tickets:

1. *Administrative* TCard
2. *Traveler* TCard (must meet certain criteria to have this card)

3. Purchase with own funds and claim reimbursement after trip

Most departments on campus have an *Administrative* TCard in the name of a support staff member who is responsible for processing travel. **The *Administrative* TCard is the preferred method to purchase your airline tickets.** When the *Administrative* TCard is used, your tickets may be purchased from any reputable travel site, including our local travel agencies and online booking tools such as Expedia, Travelocity, Orbitz, etc.

Note: Payment made for an airline ticket using the *Administrative* or *Traveler* TCard includes \$500,000 life insurance in the event of an airline disaster. Purchase of an airline ticket through the **Carlson Wagonlit** agency, whether directly or online, includes \$100,000 life insurance. Therefore, a ticket purchased through **Carlson Wagonlit** using an *Administrative* or *Traveler* TCard includes a total of \$600,000.

To purchase online with **Carlson Wagonlit**, you may utilize the *GetThere* Online booking tool. Contact the Travel Office for further information.

IMPORTANT

If you purchase your airline tickets with personal funds, you must be aware that you will not be reimbursed for this amount until AFTER the trip has ended. This is very important to know as many times these tickets are purchased well in advance of your trip.

REGISTRATIONS

The payment of registrations is another item that is normally paid with an *Administrative* or *Traveler* TCard. If the conference does not accept credit cards, then a Purchase Order will be issued along with a check for pre-payment.

IMPORTANT

If you purchase your airfare with personal funds, you must be aware that you will not be reimbursed for this amount until AFTER the trip has ended. This is very important to know as many times these tickets are purchased well in advance of your trip.

MEALS

The state of Arkansas allows an employee to be reimbursed for **ACTUAL** meal expenses incurred during travel, up to a certain maximum for each destination (plus applicable sales tax). This maximum is determined by the Federal Per Diem Rate and by the time of day departing from and returning to a specific destination. A tip may be included up to 15%, but still may not exceed the Federal Per Diem Rate. Only 75% of the first and last day of travel are allowable per State Regulations

Receipts for meals are not required by the Travel Office unless purchasing a business meal for a guest where the meal qualifies under the 'Official Function' Policy of the University. Please Note though that your department may require receipts internally.

IMPORTANT: One employee may not claim expenses of another. IF you purchase a meal for another employee you cannot claim this on your travel. The other employee must claim the meal and reimburse you.