Procurement and Travel Quick Reference Guide
2023

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Instructions for common procurement and travel processes.

Purchasing office supplies

Office supplies must be purchased using **your PCard from Staples or Amazon Business**. Your Pcard is linked to the discounts associated with the Staples Advantage program.

1. Log into Staples Advantage or Amazon Business.
2. Select the items you need to purchase.
3. Purchase using your Pcard.
4. Retain the receipt for Pcard log submission. Three-hole punch and place in binder.
5. Update your Pcard log with total purchase amount.
6. *Create separate orders for ink or toner and other office supplies. This makes entering the purchases on your log easier as ink/toner are in account code 703985 and other office supplies are in 703916.*

Purchasing business cards or stationery

1. Access the ATU Print Center with Morpho Printing.
   http://www.atuprintcenter.com/
2. Complete your order request using the prompts.
3. Purchase using your Pcard.
4. Retain receipt for your Pcard log submission. Three-hole punch and place in binder.

Purchasing from Dell or Apple Computer

1. Access the OIS service catalog at https://support.atu.edu/support/catalog/items. Login may be required.
2. Select your desired items and submit for an e-quote request by clicking Request Now under the item(s) and Place Request.
3. Receive your E-quote from OIS.
4. Place a requisition to either Dell or Apple for the items. Include the quote number in the document text of the requisition. Entering the E-quote number in document text and each item quoted on a separate line. See sample requisition document text and line item text to follow below.
5. Receive the departmental copy of the purchase order in you email inbox.
6. Order is received.
7. **After** you receive the order, send the approved departmental purchase order to Accounts Payable.
   Note: Should your Dell or Apple product availability change between the time of the quote and purchase, Procurement will close the existing requisition and notify you of the change in availability via email. You will be required to request a new quote from OIS and enter a new requisition.

Item	Description	Quantity	Unit Cost	Total Cost
	QUOTE 3000150493482.1 SP 16-0019			
1	Precision 3460 Small Form Factor	3.00 EA	1,695.4600	5,086.38
2	Dell 24" Monitor E2423H	1.00 EA	126.4900	126.49
3	Dell 24" Touch Monitor P2418HT	1.00 EA	239.4400	239.44

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Requesting an Official Function

1. Access the Official Function Request Memo here.
   https://www.atu.edu/travel/docs/revisedofficialfunctionform%20May%202023.pdf
2. Access a non-state form here
   https://www.atu.edu/travel/docs/Non%20Employee%20Form%20May%202023.pdf
3. Complete each section and acquire each signature required.
4. Submit completed Official Function Request Memo, Non-State form and original receipt to Travel Services 404 N El Paso for review.
5. Travel Services forwards each <u>complete</u> request to VP Admin and Finance's office for signature. Incomplete requests will be returned.
6. VPAF's office returns signed request to Travel Services.
7. Travel Services forwards to Accounts Payable for processing.
8. Reimbursement payment is issued.

Purchasing T-shirts and Embroidered Apparel

All screen printed and embroidered apparel purchases must be made from one of the following vendors and follow these steps.
BSW T01010698 501-354-1113 or bswsalescb@gmail.com (Christie Brown)
Express Press T01335346 austin@expresspress.com or bids@expresspress.com
River Valley Screenprinters T01001753 479-967-6110
Russellville Printing T01000130 479-968-2775
River Valley Specialtees-may be used for embroidery only T01254006 479-967-6150
T numbers and telephone numbers are provided for your convenience.

1. Submit your artwork for approval with MARCOMM at https://www.atu.edu/marcomm/project-requests/license-artwork.php. If you need help with a design, please contact MARCOMM via this form to discuss your project in more detail https://www.atu.edu/marcomm/project-requests/creativeother.php
2. After receiving artwork or artwork approval, contact one of the vendors listed above and obtain a quote. Remember, River Valley Specialtees may only be used for embroidery.
3. Submit a request for Controller's Office approval for all apparel that is given away as a promotional item or prize at https://www.atu.edu/purchasing/docs/Gift%20Prize%20Award%20Form%20Checklist%202023.pdf. *This approved form must be on file in Procurement before a PO will be issued.*
4. Submit a requisition to the vendor matching the quote line for line and include the text "RFP 21-039" in the document text and use the PO included on the following page as an example of correct requisition entry. Do not include order details in the document text. Document text is for quote number and other general information only

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5. Email the quote to purchasing@atu.edu,
6. Purchasing will issue a purchase order once the approved requisition arrives in our office and you will receive a departmental copy of the PO.
7. After receiving the departmental copy of the PO, send the artwork to the vendor.
8. Upon receipt of the completed apparel order, sign the departmental PO and send to Accounts Payable for payment issuance.
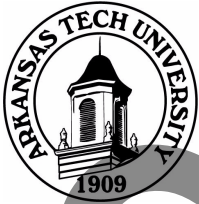
Arkansas Tech University
Procurement and Travel Services
Young Bldg East End
203 West O Street
Russellville, AR 72801-2222
Phone: (479) 968-0269
Fax: (479) 968-0633

SEND INVOICES TO:

ATU ACCOUNTS PAYABLE
1505 NORTH BOULDER AVENUE
ROOM 302
RUSSELLVILLE, AR 72801-2222
FOR TRAVEL POs SEND TR-1 WITH RECEIPTS TO TRAVEL SERVICES

PO Number:	
Issue Date:	**07/14/21**
Delivery Date:	**07/21/21**

REQ Number:
THE UNIVERSITY IS SUBJECT TO AR SALES TAX.
STATE OF ARKANSAS: 6.5%
CITY & COUNTY: 2.5%

Vendor No:

Ship to: Arkansas Tech University

Use this as a guide for Document Text and Commodity Description Entry on requisitions.

Contact Person & Phone	FOB Destination - Prepaid
	Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
	T-shirts for Orientation Leaders and Incoming Freshmen and Transfer Students. RFP-21-039			
1	OL T-Shirt 1 Bella Canvas Heather Grn S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	5.7600	627.84
2	OL T-shirt 1 Bella Canvas Heather Grn 2XL	10.00 EA	7.1300	71.30
3	OL T-shirt 1 Bella Canvas Heather Grn 3XL	1.00 EA	8.4700	8.47
4	OL T-shirt 1 Bella Canvas Heather Grn 4XL	1.00 EA	9.9100	9.91
5	OL T-shirt 2 Bella Canvas Forest S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	5.4300	591.87
6	OL T-shirt 2 Bella Canvas Forest 2XL	10.00 EA	6.8000	68.00
			TOTAL:	

APPROVED

DATE MDS RECD _____   FINAL _____   PARTIAL _____

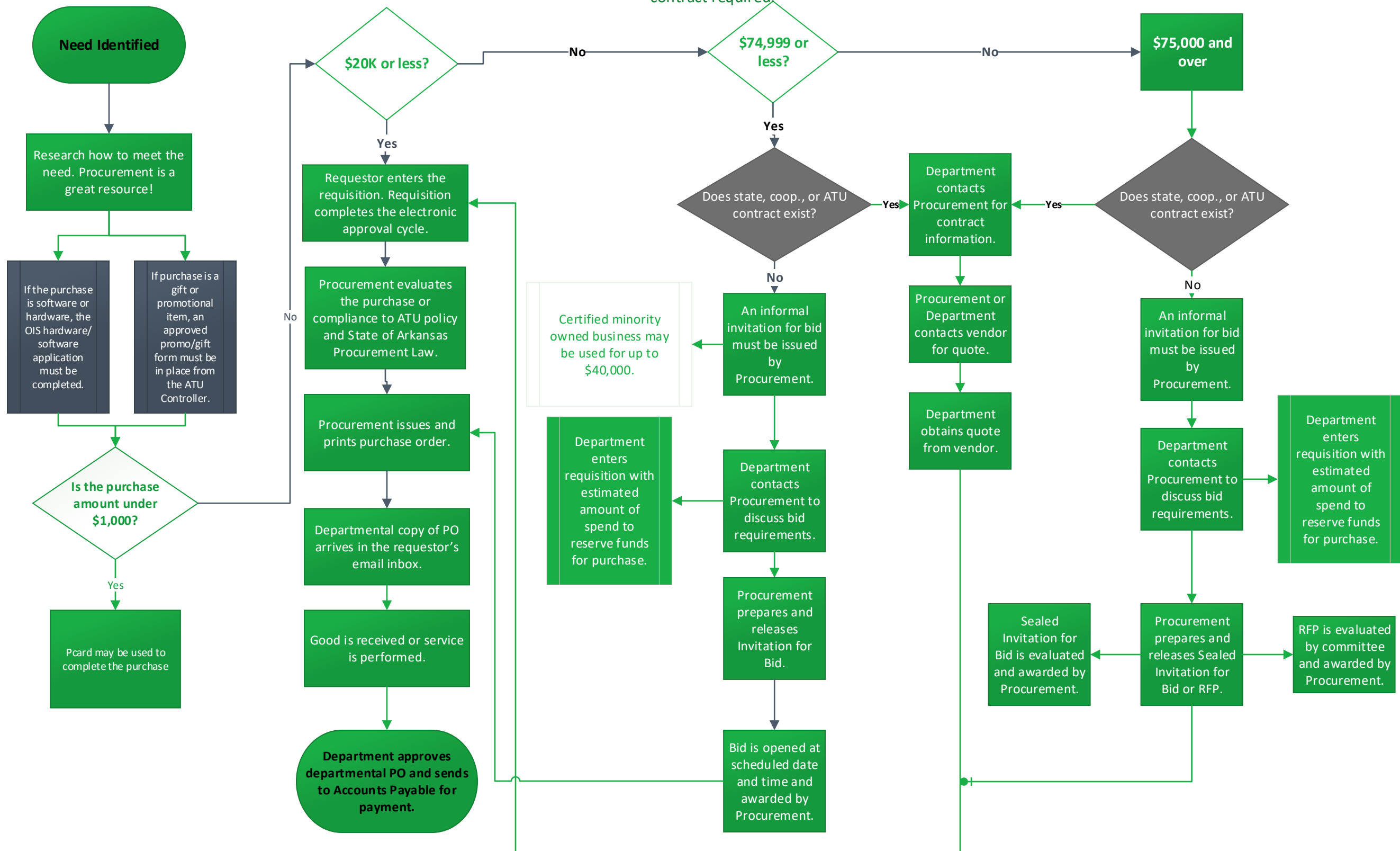DATE APPROVED _____   BY _____

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DEPARTMENTAL COPY

Current State of Arkansas Bid Limits
Less than $20,000-no bid required
$20,001-74,999-Informal bid, state contract, cooperative contract, or current ATU contract required.
$75,000 and over-Formal sealed bid, Request for Proposal issued, state contract, cooperative contract, or ATU contract required.

Need Identified

Research how to meet the need. Procurement is a great resource!

If the purchase is software or hardware, the OIS hardware/ software application must be completed.

If purchase is a gift or promotional item, an approved promo/gift form must be in place from the ATU Controller.

Is the purchase amount under $1,000?

Yes → Pcard may be used to complete the purchase

No →

$20K or less? — No → **$74,999 or less?** — No → **$75,000 and over**

$20K or less? — Yes →

$74,999 or less? — Yes →

Requestor enters the requisition. Requisition completes the electronic approval cycle.

Procurement evaluates the purchase or compliance to ATU policy and State of Arkansas Procurement Law.

Procurement issues and prints purchase order.

Departmental copy of PO arrives in the requestor's email inbox.

Good is received or service is performed.

Department approves departmental PO and sends to Accounts Payable for payment.

Does state, coop., or ATU contract exist? — No →

Certified minority owned business may be used for up to $40,000.

An informal invitation for bid must be issued by Procurement.

Department enters requisition with estimated amount of spend to reserve funds for purchase.

Department contacts Procurement to discuss bid requirements.

Procurement prepares and releases Invitation for Bid.

Bid is opened at scheduled date and time and awarded by Procurement.

Does state, coop., or ATU contract exist? — Yes → Department contacts Procurement for contract information.

Procurement or Department contacts vendor for quote.

Department obtains quote from vendor.

$75,000 and over → Does state, coop., or ATU contract exist? — Yes → (Department contacts Procurement for contract information.)

Does state, coop., or ATU contract exist? — No →

An informal invitation for bid must be issued by Procurement.

Department contacts Procurement to discuss bid requirements.

Department enters requisition with estimated amount of spend to reserve funds for purchase.

Sealed Invitation for Bid is evaluated and awarded by Procurement.

Procurement prepares and releases Sealed Invitation for Bid or RFP.

RFP is evaluated by committee and awarded by Procurement.

Procurement Cycle

1. Department realizes a need.
2. Research is done to determine how to meet the need. Procurement is a great source of information. Please reach out to us!
3. Department enters a requisition to reserve funds for purchase. Requisition travels through electronic approval process and lands in Procurement for processing.
4. Procurement assists in making sure that the good or service is procured within State of Arkansas and ATU guidelines. This may include issuing an Invitation for Bid or Request for Proposal.
   - If any software is purchased, fill out the OIS Software Application for review first.
   - If any contract or agreement is required for purchase, fill out the cover sheet and submit to Procurement.
5. Procurement converts requisition to a purchase order and submits to vendor. Requestor receives a departmental copy of the PO in email inbox.
6. Good is received or service is performed.
7. Department signs departmental purchase order and forwards to Accounts Payable
8. Accounts Payable issues payment to the vendor.

Don't commit to buying anything unless you have a PO or P-card in hand.
Don't sign any agreements or contracts.
This is for your protection!

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ATU™ Procurement Quick Reference Guide

$1,000 and under → PCard
If vendor does not accept PCard, a PO may be issued.

$1,000.01 to $19,999 → Purchase Order

$20,000 to $74,999.99 → Purchase Order **and** Unsealed bid or Request for Proposal[a] to be issued by Procurement _or_ minority owned business[b] up to $40,000 _or_ Existing Contract[c].

More than $75,000 → Purchase Order **and** Sealed bid or Request for Proposal to be issued by Procurement _or_ Existing Contract.

[7]Procurement Method

ATU Procurement quick reference guide

a. Request for Proposal
- An RFP is a form of solicitation used when award is based on a variety of factors including but not limited to cost. Contact Procurement for direction on how to complete an RFP and other options for formal solicitation.

b. Minority Owned Business
- AR Act 1080 allows for double the bid limit to be spent with a minority-owned business and defines minority-owned business as those being 51% or more owned by a lawful permanent resident of the state who is:
  - African American
  - Hispanic American
  - American Indian
  - Native American
  - Disabled Veteran
  - Woman

c. Existing Contracts
- ATU may be able to use existing contracts from the State of Arkansas, intergovernmental contract, and purchasing consortiums.

Things to Remember

- Contact Procurement for assistance if you are working on a complex purchase, including purchases with a contract or solicitation.
- ATU designates the ability to sign contracts to certain officers. Find the Signature Authority Delegation list [here.](#)
- Dollar thresholds are based on a single procurement or overall contact spend. Artificially dividing procurements to avoid the bid process is a violation of AR State Law.
- See atu.edu/purchasing for complete ATU Procurement policy and State of Arkansas Procurement Law.

If you have a unique situation not covered in this quick reference guide, contact Procurement for assistance at 479-968-0269 or purchasing@atu.edu.

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Tips for Efficient Procurement Processing

Procurement and Travel Services
Young Building
East End
203 West O Street Russellville, AR 72801
purchasing@atu.edu 479-964-0583 ext 3554

What are the two ways that goods or services may be purchased for ATU?
The Pcard or purchase order are the only two ways that goods or services may be purchased for the University.

Who may purchase items for the University?
The Agency Purchasing Official, APO, is the sole purchasing authority for the University. The APO's signature is applied to each vendor's copy of a PO and the Pcard program operates under the APO's supervision.

How is a purchase order produced? A requisition is entered at the departmental level **before** the purchase is made. Once the requisition has been approved via electronic approvals it lands in Procurement and is processed into a PO.

Is the department responsible for placing orders using a PO?
No, Procurement sends the vendor a copy of the PO to place the order.

As an employee, why do I need to request a requisition be entered for a purchase?
Many faculty members do not hold PCards. A requisition is required to be entered and a PO in place before any order is placed that is not on a PCard.

I ordered something without a PO in place or Pcard. What do I do?
Ordering something without a PO or PCard creates an After the Fact (ATF) purchase. You will be required to complete an After the Fact form as well as a requisition. Remember, If the process is followed, and the PO is in place beforehand then Procurement does the ordering for you.

Does using the ATF form allow me to avoid entering a requisition?
No. A requisition is still required.

What is the significance of the ATF form?
The completion of the ATF form and after the fact scenarios alert Finance and your supervisors to the fact that the procurement process has not been followed and funds have been committed without proper approvals in place. Repeated submission of these forms may be indicative of a more serious situation and may require the attention of University administration. Any individual making a purchase without a PO in place or PCard in hand is assuming a personal obligation to the vendor for whom he/she may be held personally liable.

Will all approved ATF forms sent to Procurement result in a PO being issued?
No, an After the Fact may be denied after review by Procurement Services and/or other Finance offices. In this case other funds will need to be used for the purchase.

Application Navigator Requisition Entry Tips

- ✓ Enter a requisition using the FOAP information that will be used for the purchase do not enter a requisition planning on requesting a recode or purchase order change order at a later date.
- ✓ Enter an index on each accounting line. This ensures you are using the most up to date FOAP information.
- ✓ Pay attention to any messages from the notification section in the top right of the form.
- ✓ **Stop** if you receive the insufficient funds error message. This message displays when budget is not sufficient to cover the amount of the requisition. App Nav will allow you to continue so you must stop, exit the entry form, secure the budget required, return to FPAREQN and complete the requisition entry.
- ✓ Additional email addresses may be added after the default email address by entering a comma and space before keying the second email address and repeat this format for any additional addresses. Four email addresses may be entered.
- ✓ Vendor addresses may be viewed by clicking the ellipses (...) to the right of the address type or you may key RA and the address number needed.
- ✓ A second line of commodity or accounting line, and document or item text may be entered by striking the arrow down key.
- ✓ Complete the commodity line fields before entering item text.
- ✓ Once a requisition has been assigned a number in FPAREQN (after the vendor information has been entered) it must be completed or deleted using FPAREQN.
- ✓ To delete an incomplete requisition, enter the R number in FPAREQN and next section then click the delete option 2x and select OK from the pop up window.
- ✓ Once as requisition has been completed it cannot be deleted until it has been disapproved.
- ✓ Requisition copy function may be used to copy data from an approved requisition to a new requisition. Be sure to update any needed information on the new requisition.

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ATU Requisition Entry Quick Reference Guide

Procurement and Travel requisitions are the two types of requisitions entered into Banner. Please see the table below for tips on how to properly enter each type of requisition. It is important to follow these guidelines to ensure that your requisition travels through the electronic approval process and can be evaluated and processed by either Travel or Procurement Services once approved.

Procurement Requistion	Travel Requisition
Entered for goods and services needed for departmental operations.	Entered for expenses related to University travel.
Commodity code is **_never_** used.	Requires _commodity code_ 704100
Multiple lines of commodity descriptions are entered. If you have a quote from a vendor, you must itemize the requisition using the quote as a guide. In other words, make it a line-for-line match to your quote.	One line of commodity description per requistion.
Multiple account codes are entered to describe goods or services being requested.	Details of request are entered in document text.
Document Text should contain information pertaining to the entire requisition, not one particular item. Examples are quote numbers, contract numbers, or notes to Procurement.	One _account code_ is used-704100
Item Text should contain information for that particular item (make/model, product/item numbers, information that does not fit on the description line.)	Do not use symbols such as @, #, %, &, /, _.
Do not use symbols such as @, #, %, &, /, _.	

Allowable and Prohibited Pcard Purchases

This list is not intended to be exhaustive of either category. Please contact Procurement with any questions. purchasing@atu.edu or 479-968-0269

Allowable

- Advertising (no contract/agreement involved)
- Conference registrations-Also allowed on the TCard
- Shipping charges-Those **not** handled by the campus post office.
- Office Supplies-Required to be purchased with Pcard.
- Subscriptions
- Educational supplies-Classrooms, labs, etc.
- Business cards-only purchased using ATUPrintCenter.com link.
- Institutional memberships
- Promotional items and prizes. **Must follow the Gift/Prize/Award process and must not be using Agency funds.** See www.atu.edu/ purchasing for current gift/prize/award process.

Prohibited

- Personal purchases or any items not related to University business.
- Gift cards or gift certificates.
- Agency purchases
- ATU Foundation purchases
- Any purchase requiring an agreement, such as Terms and Conditions.
- Software licensing or upgrades such as Microsoft or Adobe.
- Maintenance and service agreements
- Printing-Wet ink on paper via a printing press. All printing must be bid via Procurement Services.
- Any items listed on a mandatory State of AR or University contract. Including but not limited to
  - Air conditioners, computers, software, cell phone, tires, bathroom tissue and paper towels, vehicles.
- Internal vendor providers
  - Facilities Management services

- o Food Services-Chartwells (all locations)
- Leased Items
  - o Copiers and folding machines
  - o Water coolers
  - o Welding tanks
- Candles
- Capital Equipment $5,000 or greater including tax and freight.
- Cash advances
- Construction or remodeling
- Furniture
- Gifts, contributions, sponsorships, or pledges.
- Internet service or cell phone service
- Medical service
- Restaurant charges
- Space heaters
- T-Shirts
- Alcoholic beverage
- Bottled water
- Break room supplies (paper plates, cups, and cutlery)
- Candy, soft drinks, food, and coffee
- Decorative items
- E-Bay purchases
- Flowers, plants, or greeting cards. Includes sympathy cards or flowers.
- Medications-Over-the-counter and prescription
- Party or holiday decorations
- Plaques and awards.
- Supplies and food for celebrations such as birthday or retirement.
- Any travel expense aside from conference registration. (see allowable list)
- Meals-Including optional add on meals to conference registrations.

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ATU™ Cardholder PCard Quick Reference Guide

Do

- ✓ Obtain an itemized receipt for each purchase. Including but not limited to date, vendor name, line item detail, type of card used, and total.
- ✓ Watch your email for PCard program updates and monthly log submission reminders.
- ✓ Keep your card in a secure location.
- ✓ Complete your log making sure to enter all transaction information correctly including FOAP information. Watch out for Organization number errors!
- ✓ Double-check that your statement and log totals match.
- ✓ Obtain all required original signatures on your log and email a copy of your Excel log to smitchell28@atu.edu.
- ✓ Submit your hard copy log, statement, and receipts to Procurement before the deadline.
- ✓ Watch your individual limits to make sure you will not exceed them with an anticipated purchase.
- ✓ Include a detailed agenda for any conference registrations made on your PCard with your log.
- ✓ Contact the vendor first to request any lost receipt before completing the lost receipt form.
- ✓ Contact Procurement at 479-964-0583 ext. 3554 with any questions prior to using your card for any purchase.

Don't

- ✗ Allow anyone else to use your card including another employee.
- ✗ Take cash in lieu of a credit on your card for a return.
- ✗ Charge any items listed on the non-allowable list. Including but not limited to alcoholic beverages, food, travel accommodations, gifts, fuel, any items listed on mandatory agency or state contracts, any item that is to be inventoried and gift cards.
- ✗ Split purchases to avoid exceeding your card limits.
- ✗ Use your card for any personal purposes, even with the intent to repay the University.
- ✗ Submit your log late repeatedly or ignore requests for additional information from Procurement Services.
- ✗ Fail to report your lost or stolen card to Mastercard and Procurement Services.

Remember: Ultimate responsibility for use/misuse of charges rest with you, the Cardholder!

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PCard Checklist-Non-Agency Funds

Your log is due around the 18th of each month. Plan accordingly.

1. Work on the log throughout the month. Keep a binder with the receipts and a copy of any required gift/prize/award forms. Keep an Excel log updated with each charge. Verify your log matches your statement and you are ready to print, obtain signatures and submit it as soon as your statement posts online.

Required: Secure a receipt at time of purchase that includes the following. Any receipts that are not a full 8.5 x 11-inch page must be taped to a piece of white copy paper of that size.

- Date
- Vendor name
- Amount of charge
- Line item detail of purchased items
- Tax amount
- Shipping address for online purchases
- Form of payment-This is typically included when a credit card is used.

2. You may purchase items that belong to different account codes in separate transactions. Example: Keep all promotional items one order, and supplies items on a separate order. This will greatly simplify your log entry process.

3. Obtain an approved gift/prize/award form from the controller for all giveaways. If the prize totals over $75, have the winner complete and sign page 3 of the form and submit back to the Controller's Office. Include a copy with your Pcard log.

4. Pay attention to any fiscal year end deadlines for Pcard usage. The card is typically cut off for charges after early June until July 1.

5. Include any conference agenda with Pcard log if the log includes a registration charge.

6. If you lose a receipt, contact the vendor to obtain a duplicate.

7. Keep a copy of your log and receipts for 18 months. This can be done electronically.

8. Contact Procurement before making the purchase if you are unsure.

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Gift Prize Award Form Checklist

☐ Determine what the items are to be given away at an event.

☐ Access the Gift/Prize/Award form online. https://www.atu.edu/controller/docs/StudentGiftPrizeAward%20Current%20as%20of%2004-20-21.pdf

☐ Submit the signed pre-approval form to the Controller (smcall@atu.edu) or Assoc. Controller (kehemann@atu.edu).

☐ If approved, begin requisition or PCard purchase process. Remember it is best to purchase all items falling into one account code under one transaction.

- o **Giving away cash or gift card of any value?** You must return the Reporting Form section (page 3) of the Gift/Prize/Award form for all of these purchases.
- o **Do any of your items total $75 or more?** If so, the Reporting Form section (Page 3) of the form must be signed by the winner and returned to the Controller's office within 5 business days of award.

Retain a copy of all pages of your approved form and submit with PCard log if purchased using the PCard.

Items purchased as gifts or prizes fall into account code 703930. Any items that have the ATU logo fall into 703236.

Example: You are purchasing **$99** earbuds to be given away at an event.

1. Access and submit the signed gift/prize/award form.
2. Receive the approved form back from the Controller's Office.
3. Purchase the earbuds on your PCard.
4. Event happens-you award the earbuds.
5. Awardee signs Reporting Form (page 3) at the event.
6. You submit the gift/prize/award form back to the Controller's Office within five business days.
7. PCard log is due. Earbuds are coded in 703930 on your log.
8. Submit your completed log with detailed receipt for the purchase and a copy of the full gift/prize/award form you submitted to the Controller's Office in step 6.

For items under $75 in value, you may skip steps 5-6 as these items do not meet the reporting dollar amount threshold. **An approved gift/prize/award form is required with your PCard log for all giveaways purchased.**

Example: You are awarding $25 gift cards at an event.

1. Access and submit the signed gift/prize/award form.
2. Receive the approved form back from the Controller's Office.

3. Enter a requisition for reimbursement to the individual purchasing the gift cards. <u>Remember gift card purchases are not allowed on the PCard.</u>
4. Submit Departmental Copy of the purchase order to AP with purchase receipt.
5. Event happens-you award the gift cards.
6. Awardee signs Reporting Form (page 3) at the event.
7. You submit the gift/prize/award form back to the Controller's Office within five business days.

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ATU Travel Policy Quick Facts

Actual Meal Expense Reimbursement

If the traveler's meal expense falls below the per diem rate allowed, that amount must be recorded on the TR-1. It is not acceptable to record meal reimbursement amounts that exceed what the traveler has actually spent. TR-1's that contain per diem limits for each meal should only be submitted to Travel Services if the traveler has exceeded the per diem limits on every meal. Receipts must be retained by the traveler or by a designee within his/her department such as an administrative assistant and be available for audit by Travel Services or Legislative Audit upon request. See Travel Policy page 3.

Meal Reimbursement Without an Overnight Stay

ATU will now allow for meal reimbursement without an overnight stay under specific circumstances. A traveler may be reimbursed up to 75% of the maximum daily allowance under these conditions.
1. The day travel period must be for 12 hours or more.
2. The traveler must demonstrate a benefit to the University that justifies the request in writing by completing and submitting to Travel Services the Day Travel Without Overnight Stay Form. All meal receipts must be attached to this form and a separate form must be turned in for each day of travel.
3. The request must be approved by the Dean or Department head. Standing approvals for specific positions may be issued to Travel Services. Additional documentation and justification may be required for any meal reimbursement request without an overnight stay at the Travel Administrator's request.
4. As will all other travel policies, abuse or misuse of this allowance will subject the traveler to disciplinary action.

See Travel Policy page 4.

Students Traveling with Sponsor

Students traveling on official business for the University or on a University sponsored trip must be accompanied by an employee of the university to act as a sponsor for the trip. Students and sponsors may not share lodging accommodations. Students may share accommodations and employees or sponsors may share accommodations. See Travel Policy page 6.

International Travel

All international travel must be approved by the traveler's Vice President. All international airfares must be purchased using a University Travel Card to insure that all necessary travel insurance is purchased. Travelers will consult Travel Services for direction on international travel arrangements. See Travel Policy page 5.

Moving Expenses

Guidelines on moving newly hired faculty and staff include:
1. $5,000 cap on moving expenses unless approved by the President or his/her designee.
2. Moving of only household goods as allowed by AR State Law.
3. Procedures for employee reimbursement of moving expenses.
4. Travel and lodging reimbursement from former to new residence.
See Travel Policy page 7.

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Before Travel:

1. Seek approval to travel from department head, dean, or V.P.
2. Search for flights that would correspond with days traveling.
3. Seek rental car approval if necessary.
4. Create a requisition to Bank of America (T01007859) for any lodging, flight, or car rental placed on the TCard with the following information:
   o Traveler name(s)
   o Destination of travel
   o Reason for going
   o Dates of travel
   o Tcard charges must be reconciled monthly via the TCard log.
5. Create a requisition to traveler's T number for any allowable expenses that will incur at traveler's personal expense with the following information:
   - Traveler name(s)
   - Destination of travel
   - Reason for going
   - Dates of travel
   - Estimated total for each of the following: Lodging (if applicable), baggage, taxi, parking, meals, mileage.

During Travel:

1. Keep all itemized receipts for all expenses.
2. Obtain "zero balance" hotel bill upon check-out.

Student Groups

- All itemized receipts must be obtained for student groups including meal receipts.
- Students must sign a log if cash is received for meals. The log will serve as a receipt for reimbursement and should be submitted with the completed TR1.

After Travel:

1. Verify your meal amounts on the GSA per diem chart.
2. Complete a TR-1 with any of the following necessary information
   o Lodging
   o Flight
   o Meals
   o Mileage
   o Shuttle
   o Parking
   o Taxi
   o Baggage
   o Incidentals
3. Attach all original itemized receipts from your travel for reimbursement. Meal receipts are **not** required.
4. Seek approval of your TR-1 from your Dept. Head, Dean or V.P.
5. Submit your TR-1, receipts, and any additional paperwork to Travel Services
6. Travel Services will be in contact via email or phone with any questions about your documentation.

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TCard Checklist

Your log is due around the 18th of each month. Plan accordingly. You will receive an email reminder from Travel Services when statements are available.

1. Enter a requisition to Bank of America for all anticipated TCard charges. Do not use the card until you have received a purchase order resulting from this requisition. Typical Tcard charges include.
   a. Airfare
   b. Hotel
   c. Car rental
   d. Taxi, shuttle or ride share
   e. Baggage fee
   f. Conference registration (may also be placed on the Pcard)
2. Keep a small envelope or pouch for your receipts as you travel. This is especially important if you are traveling with students and have several high dollar amount receipts
3. All purchase orders for your TCard charges are required with the log submission and each must have an approval signature. Receipts are required for all charges and must include the following.
   - ☐ Date
   - ☐ Amount of charge
   - ☐ Line item detail of purchased items
   - ☐ Tax amount
   - ☐ Form of payment-This is typically included when a credit card is used.
   - ☐ Hotel Receipts must indicate a zero balance.

   Any receipts that are not a full 8.5 x 11-inch page must be taped to a piece of white copy paper of that size.
4. Access your statement via Bank of America's Global Card Access site.
5. Complete your TCard log each month that you have charges, even if you have not traveled yet. Use the appropriate account codes for each charge. These are listed at the bottom of the TCard log.
6. You may work on the log throughout the month. Keep it updated with each charge. Verify your log matches your statement and you are ready to print, obtain signatures and submit when you receive the email notification that logs are due.
7. Include any conference agenda with log if the log includes a registration charge.
8. If you lose a receipt, contact the vendor to obtain a duplicate.
9. Keep a copy of your log and receipts for 18 months. This can be done electronically.
10. Contact Travel Services before making the purchase if you are unsure.

ATU™ Cardholder TCard Quick Reference Guide

Do

- ✓ Enter a requisition and obtain a PO **before** making any charges.
- ✓ Obtain an itemized receipt for each purchase. Including but not limited to date, vendor name, line item detail, type of card used, and total.
- ✓ Watch your email for TCard program updates and monthly log submission reminders.
- ✓ Keep your card in a secure location.
- ✓ Complete your log making sure to enter all transaction information correctly including FOAP information.
- ✓ Include all signed departmental POs with your log.
- ✓ Double-check that your statement and log totals match.
- ✓ Obtain all required original signatures on your log and email a copy of your Excel log to travel@atu.edu.
- ✓ Submit your hard copy log, statement, receipts and signed PO to Travel Services before the deadline.
- ✓ Watch your individual limits to make sure you will not exceed them with an anticipated purchase. Check your limits before departure!
- ✓ Include a detailed agenda for any conference registrations made on your TCard with your log.
- ✓ Contact the vendor to request any lost receipt.

Don't

- ✗ Allow anyone else to use your card including another e-mployee.
- ✗ Take cash in lieu of a credit on your card.
- ✗ Charge any items not allowed, including but not limited to alcoholic beverages, tips on taxis, room service, and meals for non-student travel.
- ✗ Split purchases to avoid exceeding your card limits
- ✗ Use your card for any personal purposes, even with the intent to repay the University.
- ✗ Submit your log late repeatedly or ignore requests for additional information from Travel Services.
- ✗ Fail to report your lost or stolen card to Mastercard and Travel Services.

Remember: Ultimate responsibility for use/misuse of charges rest with you, the Cardholder!

Rental Vehicle and WEX Fuel Card

- State of AR and ATU Travel Policy requires that the least expensive option be used when traveling. The Enterprise rental vs. mileage tool built into the booking site will calculate this for you.
- Follow the steps under [Car Rental Reservation Procedures](#) to reserve a vehicle.
- WEX Fuel cards are available for use when fueling a rental car and only a rental car.
- Follow the steps [here](#) for using the WEX card.

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