Arkansas Tech University
Travel Policy



Travel Services
479.356.6209

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To be eligible for reimbursement, Arkansas Tech University travel expenses for individuals must be reasonable, necessary to accomplish the University's mission, and demonstrate a benefit to the University as an institution of higher education for the State of Arkansas. Arkansas Tech is a public institution, therefore, all expense records, regardless of fund source are open to the public via the Arkansas Tech University open checkbook webpage mandated under A.C.A. §6-61-135 and under the Arkansas Freedom of Information Act. Expenses are also subject to annual review by Arkansas Legislative Audit. Nothing in this policy is intended to supersede Arkansas Law or regulation. All travel should be conducted at the rate that is most economically advantageous to the University.

Responsibility and Accountability for Travel Authorizations and Disbursement

In accordance with A.C.A. §19-4-902 the authority of authorizing and approving travel expenses is placed with the administrative head of the institution and allows for this authority to be delegated. Arkansas Tech University has delegated authority to the Travel Administrator who serves in this capacity for all ATU campuses. Record of this delegation shall be maintained on file with Travel Services and be updated as personnel changes require.

Employee Travel Reimbursements

Standard Reimbursements for State Employees

Officials and employees may be paid travel expenses when required to travel away from their "official station" on State business. "Official station" is the geographic 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. All employee travel reimbursement claims must be completed for payment to the individual traveler. One employee may not include on his/her travel payment request the expenses of another employee. Example: If individuals are sharing a cab, then a receipt must be obtained by both travelers and divided equally and submitted for reimbursement on each TR-1 form.

Individuals seeking Travel Reimbursements must make the request using a TR-1 form. The TR-1 form originates with the State of Arkansas Department of Finance and Administration and any modifications of this form must be approved by the Office of State Accounting-Department of Finance and Administration. Travelers may not modify the TR-1 form in any way. Any modified form that is submitted to Travel Services will be rejected in its entirety. This form is to remain available to all campuses via the Travel Services website.

No expenses for meals or lodging will be allowed within the city or town of the employee's "official station" unless approved in writing by the agency head as a "special authorization," under A.C.A. §19-4-903. The written justification must show the benefit to the State. Under no circumstances should the maximum daily federal per diem rates be exceeded.

Guidelines for TR-1 Travel Reimbursement Form

The TR-1 is the standard form to be utilized by all state officials, including board members 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 State/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 State are authorized to render service on behalf of the State, their names and expenses will be set out 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:

A. All travelers requesting reimbursement must complete a requisition using the traveler's T number as the vendor and have the departmental PO in hand prior to completing any travel.
B. All travelers requesting reimbursement must complete a TR-1 form or equivalent.
C. All forms must be prepared electronically, handwritten TR-1s are not acceptable. The original, bearing the traveler's signature is required. The traveler should retain a copy.
D. Where charges for transportation, lodging, and conference registrations are not billed directly to the University, the following documentation is required for reimbursement.
    1. Reimbursement for transportation must be supported by an original ticket number on a vendor document describing the travel and indicating the cost.
    2. Reimbursement for lodging must be supported with a hotel document indicating the lodging specifics and display a zero balance due.
    3. A descriptive vendor document must support reimbursement for conference registrations.
E. Primary responsibility for authenticating travel reimbursement claims rests with the Travel Administrator.
F. All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved by Travel Administrator.
G. If an airline charges a baggage fee for the first checked bag of the traveler, then the University will reimburse the traveler for the charge. Fees for a second checked bag must be paid by the traveler and are not eligible for reimbursement.

Limits for Meals and Lodging

Please note that travel reimbursement is not to exceed the maximum allowable rates as listed in the federal travel directory plus applicable sales tax. The maximum allowance for meals INCLUDES taxes and up to 15% tip. Lodging rates per the Federal Travel Directory EXCLUDE

room tax and should be exceeded only by the room tax amount. While, room taxes are not included in the federal per diem rate they may be claimed for reimbursement with proper approval. Lodging costs that exceed the rates listed in the Federal Travel Directory by more than room tax may not be paid without authorization by the Travel Administrator and must include a justification as to why it was in the best interest of the State to exceed the standard reimbursement rate. The actual reimbursement statement included on the ATU TR-1 is used for this justification and approval.

Meals

Reimbursement for meals is allowed only in connection with overnight travel whether in- state or out-of-state unless “special authorization," under A.C.A. §19-4-903, is given in writing by the Travel Administrator. Out of state travel in and of itself should never be the sole reason for “special authorization" under this section, rather as provided in A.C.A. §19-4-903, requests 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. Meal receipts are not to be submitted to the Travel Services office, but your department may require them to be submitted to your office. Alcohol must never be included in meals requested for reimbursement or purchased with a University credit card. ***As a reminder for those traveling with Students and having obtained the permission to use the TCard for meals. All original receipts are required for all charges when submitting TCard logs.***

When traveling on behalf of the university, reimbursement for meals should be limited to the actual expenditures not to exceed the maximum full day meal allowances. The maximum full day meal allowance (including tax and up to 15% tip) cannot exceed the federal per diem rate depending on the destination location. 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 location(s). Due to the frequency of trips and large number of miles traveled associated with performing routine job duties, student recruitment officers are exempted from this receipt requirement. Office of Admissions and Athletics will notify Travel Services of any personnel changes with student recruitment officers, so that an accurate list may be maintained at all times. Student recruitment officers are to follow all other University and State of Arkansas travel policies, procedures, and processes.

Partial days’ meal allowances (First and Last Day of Travel)

The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. The daily travel allowance at the destination location shall be used in the calculation of the limit for partial days. In accordance with the State travel regulations, actual expenses only are allowed, and the charges must be in proportion to the time in travel status not to exceed that allowed by the Federal Travel Regulations.

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.

Meal Reimbursement Without Overnight Stay

A traveler may be reimbursed for two meals up to 75% of the maximum daily allowance on day travel without an overnight stay. The following conditions apply:

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.
3. The request must be approved by the Dean or Department head. Standing approvals for specific positions may be issued to the 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.

Gift Cards

Travel expenses paid for with gift cards are not eligible for reimbursement because the university cannot adequately verify the chain of custody of the gift cards or maintain a sufficient audit trail. As a result, the university cannot properly account for the use of public funds.

Lodging

Lodging Reimbursement is limited to the single room rate. If 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. State travel cards may be used for lodging expense. See **State Travel Card Usage** page 11.

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 State 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 (whether paper-based or electronic) when driven. Family members of travelers are not permitted to ride in vehicles rented by the University or in University owned vehicles. Travelers by commercial air shall utilize coach accommodations, except in those instances where first or business class accommodations would be more economical for the State. Instances where first class fare is utilized will require detailed justification and 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 Travel

Administrator and approved by him/her in writing prior to purchase. Agencies may pay or reimburse the traveler for checked baggage fees for the first bag only. Fees for additional or overweight bags must be paid by the traveler and are not eligible for reimbursement.

Agencies may pay or reimburse the traveler for basic flight (trip) insurance offered by the airline on round trip commercial airline tickets of $1,000 or more. The insurance should cover the cost of the ticket in the event of flight cancellations or delays caused by weather conditions, mid-flight diversions that force arrival at a different airport, or unexpected injury or illness that prohibits travel.

For trips where the destination is 400 miles or more from the employee's "official station," the minimum miles traveled per day to be eligible to collect a night's lodging must be 400 miles. The requirement to travel a minimum of 400 miles daily has no effect on in-state travel nor does it affect travel outside the State where the destination is less than 400 miles from the employee's "official station." It addresses the period of time the employee(s) spends "en-route" or in "travel."

Airfare Seat Selection Guidelines

Please follow the guidelines below when selecting airfare seat assignments on university travel.

1. **Fare Selection**:
   - When booking airfare, choose a fare that includes seat selection. The basic economy fare is typically appropriate.
2. **Standard Seating**:
   - Select the **standard seat** when available. This is the required seating option for reimbursement and T-Card usage.
3. **Preferred Seating**:
   - If **standard seating** is unavailable, you may choose **preferred seating**. However, a screenshot must be included to prove that standard seating was not available in order to receive reimbursement for the preferred seating selection.
4. **Premium Seating**:
   - Unless an accommodation is required or in the very rare occasion that neither Preferred or Standard seating is available, Premium seating (e.g., extra legroom) is not reimbursable and cannot be charged to a T-Card. A screen shot proving that no standard or preferred seating was available is required for reimbursement or T-Card processing of premium seating assignment charges.
5. **Higher Fare Selection**:
   - If a higher-priced fare includes seat assignment at no additional cost and is equal to or less than the lower fare with added charges for standard or preferred seating, you may opt for the higher fare as it may be more cost-effective for the University.

Reimbursement for Use of Privately Owned Vehicle

Private vehicle mileage shall be reimbursed and computed, using map mileage from the mapping site published on the Travel Services website, between the travel site destination and

the employee's official station or residence, if leaving directly from, or returning to, the residence, whichever is less. Mileage reimbursement for official use of a private motor vehicle may be claimed, listed separately on the TR-1, within the vicinity of any locale.

When privately owned motor vehicles are used for travel on official business, the traveler may claim reimbursement at the rate per mile established by the Chief Fiscal Officer of the State in effect during the time the travel occurred. The **shortest** major highway route based upon the mapping site used by ATU and published on the Travel Services website will determine the maximum mileage allowed.

The University will reimburse for official miles driven only. The University assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the operator of the vehicle while on official business for the University.

Use of Travel Agent

The use of a travel agency is allowed, but not required when booking domestic or international travel arrangements. However, it is encouraged when booking more complicated international itineraries.

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.

Miscellaneous Expenses

Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties. Receipts are required.

Items Not Reimbursable

Expenses for personal entertainment, flowers, valet service, laundry, alcoholic 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 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 items (such as parking, baggage fee, fuel, taxi, etc. and may be reimbursed using the TR-1 form with proper and sufficient documentation).

Expenses for Non-State Employees and Official Guests

A volunteer, non-state employee or an official guest of the State, whose activities or services benefit the State, may be allowed reimbursement for actual expenses for meals, lodging, transportation and incidental expenses when submitted on a TR-1. Travel reimbursement for these individuals may be approved with a written explanation of the activities by the Travel Administrator. It is the responsibility of the Travel Administrator to ensure these individuals are not being reimbursed from any other source for their travel expenses. Federal employees who travel for the state agency shall be regarded as a state employee and shall be reimbursed as such (i.e. not to exceed the federal per diem rates for meals as prescribed in the Federal Travel Directory). The TR-1 form should show that this employee is on the payroll of the Federal Government and assigned to the agency. Volunteers may utilize agency vehicles in the performance of their duties that benefit the University provided they are duly licensed in accordance with the requirements of all applicable state laws and have completed the required forms authorizing the operation of a state vehicle and the release to obtain his/her Traffic Violation Record as well as the University Volunteer Driver Waiver Form. Any reimbursement for mileage and/or payment of direct billed rental vehicle fees by Arkansas Tech University, University Agencies, Arkansas Tech Foundation, and any other organizations representing the University require that the driver complete all required forms authorizing the release of his/her Traffic Violation Record prior to travel.

Expenses of Students

In accordance with ACA 19-4-904 (d) state supported institutions of higher education may provide travel expenses for a group or number of students who, when accompanied by those who instruct the students in the fundamentals of a competitive sport and direct team strategy, must travel and be recognized as a cohesive unit representing not only their institution, but exemplifying the State of Arkansas in their behavior, attitudes, interests, presentation and conduct.

In these circumstances the payment of group travel expenses, including those of students and employees, may be authorized as follows:

1. Meals and lodging.
2. Transportation.
3. Entertainment, within reasonable limits, to ease the pressure on students of their objectives.
4. Costs of group activities, including gratuities, laundry, cleaning and favors, and other personal expenses to be paid from auxiliary funds not inconsistent with standards, rules, regulations, or prohibitions established by recognized national or state governing associations pertaining to the respective students and employees and the institutions they are representing.

Student Travel

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.

University Agency Travel

A request for reimbursement for allowable travel expenses from Agency Funds may be made using a check request. Certain arrangements may be booked and/or purchased using the ATU CTS Travel Card. Requests to use this card are to be made by completing the Agency Travel TCard Request form and submitting to Travel Services. Travel Cards issued to individual cardholders may not be used for travel arrangements to be paid for using agency funds without prior approval from Travel Services and the Accounting Office.

Board Member Travel Reimbursement

Travel expense reimbursement to Arkansas Tech Board of Trustees members is authorized and governed by ACA 25-16-901-908. When it is required of a board member to perform separate duties in connection with the official business of the agency and these duties are required at times other than official board meetings, then expense reimbursement will be allowed if approved by the board in accordance with ACA 25-16-902. Claims must be on a TR-1, or equivalent. The expense reimbursement for board or commission members shall not exceed the rate established for state employees. The University President may, for the convenience of the board members, pay for their meals and lodging when on official business for the state, and claim reimbursement for their expenses on a TR-1 form or equivalent.

Moving Expenses

ACA 19-4-522 (e) allows states supported colleges and universities to utilize maintenance and operation appropriations for the payment of moving expenses of employees, including new hires regardless of their location, reasonable payment for movement of household effects shall be made in accordance with the procedures prescribed herein. The term household effects as used herein does not apply to the movement of recreational vehicles, boats and other items not normally used in the home. Packing, crating, loading and unloading of household effects, as necessary, in addition to actual transportation expenses in accordance with Internal Revenue Service regulations are acceptable as part of the moving expense and may be paid. Please refer to Publication 535. Payroll will be notified of all moving expenses and reimbursements. Reimbursement of costs for employee moving expense will be allowed only when the distance from the employee's place of residence, old duty station, and new duty station meet the guidelines of the Internal Revenue Service in effect at the time of the relocation for allowable moving expense.

1. Arkansas Code 19-4-522(e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of Arkansas Tech University, a Dean, Vice President, or the President may authorize payment of up $5,000 in moving expenses for new faculty or non-classified staff employees. Any amount that exceeds this limit requires approval of the President or his or her designee. The terms of agreement for payment of moving expenses should be included in the letter of appointment and/or letter offering employment. The University's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed at the University. For detailed federal income tax information concerning moving expenses see https://www.irs.gov/pub/irs-prior/p521--

2018.pdf

A. Allowable Costs:
    1. Moving the employee's household goods and personal effects.
    2. Travel, including lodging to accommodate immediate family members but **not** meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
    3. Since it is often more economical to ship books by parcel post, individuals should investigate the possibility and should keep receipts to submit with the request for reimbursement.
    4. If the faculty or non-classified staff employee elects to move himself/herself rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or non-classified staff employee himself/herself, or his/her family members) required in assisting with loading and unloading.
B. Non-Allowable Costs. The University does not share in the following costs:
    1. Storage of personal effects at either end of the move.
    2. Additional insurance coverage over and above the normally carried by commercial moving companies.
    3. Moving of household effects from an address other than the home address from which the individual is moving.
    4. Any subsequent moves from temporary to permanent housing.
    5. The movement of recreational vehicles, boats and other items not normally used in the home.
    6. Payment to self or friends/family of employee if employee elects to move himself/herself.

The University utilizes moving services under approved contracts. Move scheduling should be done as soon as possible upon acceptance of employment. If one of the University's contracted moving companies is not used, three written moving estimates must be secured and justification provided if the firm with the lowest estimate is not selected. Prior approval of a moving company in this instance must be obtained from the Procurement Office prior to the employee signing a contract. Failure to follow this provision may result in the university not paying any of the moving expenses.

Payment will be made directly to the moving company by the university, or reimbursement for moving household goods and personal effects may be made to the employee, up to the amount authorized for the move. Original receipts are required for all reimbursements.

Procurement Services will resolve problems encountered with the moving company with which ATU has a contractual agreement. If other moving companies are used, the employee may not have adequate protection for damage or leverage required to resolve problems. Regardless of how the employee manages a household move, moving expense payments to vendors of ATU employees must follow University Procedures.

During the move, the moving company may ask for guidance from the employee being moved. The employee must understand that verbal instructions to the moving company may constitute a contract. ATU will not pay for verbal charges outside the written contract, and the employee will be solely liable. The employee will need to exercise caution to avoid this personal additional expense. When in doubt concerning a request from the moving company call Procurement Services at 479-968-0269.

The following steps should be followed by supervisors when household goods moving services are required by a new employee.

1. Inform your new employee in writing of the allotted amount the department is willing to pay for expenses and of the university preferred provider.
2. If the new employee does not wish to use the preferred provider, they must obtain three bids. Once they have received the cost estimates and selected the moving company, they should contact the ATU department they are working for with the information. If the moving company is not a current vendor, the department will need to complete a New Vendor Request Form. Once a T number has been established, the department should enter a requisition to the selected moving company with the following information:
    A. Name and phone number of employee moving.
    B. Quote number.
    C. Date of move and any details needed to ensure successful move.
    D. Copies of three estimates, if not using the University contracted moving company. If the employee is using the University contracted mover then a written quote should be submitted to assure that it is within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
    E. Location the employee is coming from and moving to.

Should an employee seek reimbursement for moving expenses he or she has incurred the following steps are necessary.

A. Dean requests reimbursement allowance from Academic Affairs.
B. If approved, Academic Affairs will reimburse actual allowable moving expenses up to the maximum allowance granted.
C. Dean completes and approves Moving Reimbursement Request Form and forwards to person who will enter travel requisition for reimbursement expenses.
D. Requisition is entered and approval form is forwarded to Travel Services via email, travel@atu.edu.
E. Travel retains a copy for TR-1 reconciliation.
F. Faculty member who is moving completes a TR-1 and submits it along with all receipts to department for approval signature, once approved the TR-1 is forwarded to Travel Services.
G. Travel Services forwards a copy of TR-1 and approval form to Payroll.
H. If Academic Affairs has previously agreed to a moving allowance, department then contacts Academic Affairs with actual reimbursable amount and requests a budget transfer.

I. Travel Services processes the TR-1.
J. Individual is reimbursed via paper check or direct deposit through Disbursing Office.

Direct Billing of Expenses and Travel Card Usage

Travel expenses for lodging, commercial transportation (air fare, 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). The Central Travel Service Account (CTS) or "Ghost Account" (no card issued) is intended for air travel, conference registration fees, lodging, guarantee of lodging or rental vehicles (subject to written authorization by the travel administrator for the agency) (see **Rental Vehicles**). 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 University is responsible for payment of this account. This card is intended for payment of expenses associated with official state/university 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 University's Travel Administrator may request an exception in a written request for the exemption along with complete justification to the DFA - Office of Accounting Administrator for student group travel only. 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 will an individual be allowed to exceed the federal per diem meal rate. The State will work with the bank currently holding the credit card contract to restrict the merchant codes allowing this type of charge. When common carriers (airplane, rail, rental auto or bus) are needed to transport persons on state business, the traveler should follow all TCard guidelines and procedures when making travel arrangements and have the agency billed directly using the Arkansas Sponsored Business Travel Card Account (SBTC) or the Central Travel Service Account (CTS). 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 of his/her travel administrator.

When expenses are directly billed to the University, the traveler shall enter a requisition to the vendor and submit all receipts and documentation, such as the approved departmental copy of the purchase order to Accounts Payable after travel has been completed.

State Travel Card Use

Approval for use of all credit cards rests with the Chief Fiscal Officer of the State. At the present time, the only state-sponsored cards approved for agency use are the "Arkansas Procurement 15 Card" (P-Card), the "Arkansas Sponsored Business Travel Card" (SBTC), the "Central Travel Service" Account (CTS) or "Ghost Account" and the State Fuel Card. Individuals on state business shall use the Arkansas Sponsored Business Travel Card (SBTC), Central Travel Service Account (CTS), or provide themselves with sufficient funds or personal credit cards for necessary travel expenses. Meals are no longer a qualified expense allowed on any travel credit card issued by the State of Arkansas for an individual traveler. As an institution of higher education in the state of Arkansas, Arkansas Tech University has the responsibility of and is required to

report to the Chief Fiscal Officer of the State and the Division of Legislative Audit incidences of fraud and/or theft as required by law.

The travel card (TCard) is intended for official state travel-related use only and should never be used for personal purchases or to pay for someone else's travel expenses. Requisitions are required to be entered and PO received by requestor/cardholder before any travel may be purchased on the Tcard.
It is a State sponsored credit card used for making purchases related to official University travel

such as:

- Airline tickets.
- Baggage fees-**First** checked bag only, state law limits baggage fee payment to one checked bag.
- Conference registration fees.
- Lodging-present a personal credit card for incidentals upon check-in. One individual Tcard may be used for employees sharing lodging.
- Parking.
- Rental car.
- Taxi, shuttle. One individual Tcard may be used for employees sharing taxi, Uber, etc

Non-Allowable Charges include, but are not limited to:

- Personal purchases of any kind.
- Airline tickets purchased for family members with plans to reimburse the University at a later date.
- First class airline tickets.
- Preferred airline seating assignments or boarding positions.
- ATM charges.
- Alcohol.
- Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.
- Incidental Hotel Charges-movies, laundry, etc.
- Add-on entertainment purchases, such as tickets to a performance that can be purchased in conjunction with a conference registration.
- Purchases paid for with Agency Funds.
- Goods or services that should be purchased using an ATU Procurement Card.

For staff and faculty travel, meals remain a strictly reimbursable expense and may **not** be applied to the TCard. A full-time employee who travels frequently and/or travels with students may become a cardholder with approval from his or her department and V.P. An ATU employee traveling with students may request approval to charge meals on his or her TCard. This approval must be obtained from Arkansas Tech Administration and the Department of Finance and Administration Accounting Office. Meal amounts for ATU employees placed on the TCard may not exceed the per diem limits set by the State of Arkansas. Meals purchased for student athletes must be in compliance with all NCAA rules and regulations.

As an agency of the State of Arkansas, Arkansas Tech University is participating in this program that is designed to help reduce the amount of personal travel funds needed to purchase (airline tickets, baggage fees, lodging, parking, rental car fees, taxi and shuttle). It is intended that the TCard be issued to University full- time employees to enhance the University and departmental

effectiveness or economy of operations. Liability for payment, total responsibility and accountability for TCard transactions resides at the department level. Personal purchases are strictly forbidden and may result in disciplinary action.

An exception to provision(s) established in this rule shall only be granted by the Chief Fiscal Officer of the State based on written request and justification from the administrative head of an agency or institution.

Rental Vehicles

The travel administrator shall authorize in writing, the use of rental vehicles only when it is more economical than taxi, airport shuttle, personal vehicle etc. Due to the frequency of trips and large number of miles traveled associated with performing routine job duties, student recruitment officers are exempted from this approval. Student recruitment officers are to consult current car rental procedures for guidance in renting a vehicle. Office of Admissions and Athletics will notify Travel Services of any personnel changes with student recruitment officers, so that an accurate list may be maintained at all times. Student recruitment officers are to follow all other University and State of Arkansas travel policies, procedures, and processes. These exemptions may be changed at any time due to misuse or cost reductions. ATU must use the statewide vehicle rental contract if one is in force.

Should a rental car or personal vehicle with mileage reimbursement be required, and online tool is available on the Travel Services website to determine the most economical of the two. Academic If a statewide contract is not in force when travel occurs, the University will use the lowest available rates. The Office of State Procurement issues contracts for vehicle rental. Use the link below to see the Travel Portal on the DFA-OSP website for additional information about contract arrangements. http://www.dfa.arkansas.gov/travel/Pages/groundTransporation.aspx

Academic areas that require a 12-15 passenger van for the transportation of students must request the care in writing from the travel administrator, enter a requisition, and contact Travel Services 10 working days prior to departure date as special arrangements are required to secure these vans.

Travel in University Owned Vehicles

ACA 19-4-905 and ACA 19-4-907 authorize the regulations promulgated regarding the use of state owned motor vehicles.

A. Each state vehicle will contain a log that is maintained each time the vehicle is driven. The log should contain the following information: The driver's name, beginning and ending mileage, number of gallons and cost of fuel purchased, the cost and a description of any maintenance/ repairs, and remarks concerning any problems encountered with the vehicle.
B. Self-service gasoline pumps shall be used to purchase fuel.
C. Seat belts must be worn at all times by the driver and passengers.
D. No smoking shall be allowed in state vehicles.
E. The vehicle registration, insurance identification card, and Arkansas Motor Vehicle Accident Report form (SR-1) shall always be kept in each vehicle.

F. Accidents must be reported to the driver's supervisor and the insurance carrier/designated risk management representative; whichever is appropriate for state vehicle insurance within 24 hours of the occurrence, or by the following business day. The supervisor shall comply with the procedures and reporting requirements of the Motor Vehicle Policies issued by the Office of Administrative Services of the Department of Finance and Administration.

G. Traffic violations must be reported to the driver's supervisor within 24 hours of the occurrence, or by the following business day.

H. Authorization to operate a state vehicle is given only to employees who are duly licensed in accordance with the requirements of all applicable state laws, and who have completed the authorization to obtain the Traffic Violation Record and Vehicle Operation forms.

I. All policies, records, reports and procedures Issued by the Department of Finance and Administration regarding use of vehicles allowed under the Governor's Policy Directive shall be strictly complied with. Any exceptions to the use of state owned vehicles shall be in compliance with the Governor's Policy Directive regarding the use of state vehicles.

NOTE: Motor vehicles that are for special use and confined to specific areas such as University maintenance facilities may be exempted from item A. Those vehicles fueled from bulk tanks are exempted from item B. It is the responsibility of the head of the agency or institution to ensure that adequate records of use and service exist to account for the whereabouts and expenses of such vehicles. Use of all state-owned or state-leased motor vehicles shall be for official business use only.

Travel Cash Advance

Travel Cash Advances will be issued on a limited basis and are restricted to those traveling with student groups and must be over $100 in value. Individual travelers are not subject to receiving a cash advance for domestic travel. Exceptions may be made to this rule under certain circumstances and with the approval of the traveler's Vice President. If traveling internationally, then the traveler may be issued a travel cash advance. All advances may be subject to approval by the travel advance custodian. In accordance with ACA 19-4-1008, the Chief Fiscal Officer of the State may approve the establishment of a revolving fund by an agency, department, board, commission, or institution to be used to make advances of expense funds for authorized travel by officials, employees of state agencies, boards, commissions, and institutions of higher learning, and students when travel is in conjunction with institution sponsored events or programs. All new commercial bank accounts must be reviewed and approved by DFA prior to opening the account. The responsibility of ensuring that only authorized expenditures are paid by the use of any advance from an established revolving fund and the collection of advances made from a revolving fund ultimately rests with the administrative head of the board, commission, agency, department, or institution. The administrative head of the board, commission, agency, department, or institution may appoint a travel administrator to administer travel functions within their activities. However, the responsibility for taking corrective measures for any abuses discovered rests with the administrative head of the board, commission, agency, department or institution. In addition, a travel advance custodian must be designated who will be responsible for operating, maintaining and processing all transactions in

the account(s). The cost of registration and conference fees may not be included in the travel advance request. University personnel who hold an approved state Sponsored Business Travel Card (SBTC) are not allowed to use 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 Travel Advance Fund custodian justifying the advance by explaining why anticipated expenditures may not be charged to the traveler's credit card. For individuals responsible for group activities, such as student travel, issuance of a Sponsored Business Travel Card (SBTC) to that individual is acceptable. Meals are no longer a qualified expense allowed on any travel credit card issued by the State of Arkansas for an individual traveler.

Amounts to be advanced: Travel Advance Revolving Funds may be utilized to 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 or charged on either the “Ghost Account” or Central Travel Service Account (CTS) or Sponsored Business Travel Card (SBTC).

Where practical, Travel Advance for travel within Arkansas: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel within the Continental United States: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, and vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

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 access is available, then 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).

NOTE: 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 Travel Office and checked-out/returned after each travel season. Arkansas Tech shall require employees and/ or students to file an agreement authorizing the agency/institution to recover any amounts advanced for travel expense purposes from the amounts claimed and allowed the employee or student as reimbursement for actual expenses incurred, or add them to the receivable account of the student.

Requests for Cash Advance shall be made by completing a requisition to the traveler's T number and agreeing to terms of the Travel Cash Advance Agreement Form.

Repayment of travel advances will be made according to the following guidelines:

a) A Travel Reimbursement form, TR-1, or equivalent should be filed within ten (10) working days after the traveler returns to his/her official station. Failure to submit the TR-1 or equivalent to the proper unit in a timely manner may result in the traveler being permanently barred from utilization of the Travel Advance Fund.
b) Anyone who has been issued a Sponsored Business Travel Card (SBTC) and who obtains a travel advance, without first obtaining written authorization from his/her supervisor, may be permanently barred from the Travel Advance Fund.
c) If the traveler is no longer employed by the issuing organization and the travel advance has not been repaid by the borrower, the debt will be forwarded to the proper unit within the University for collection.

Regulation and Policy Updates and Distribution

Travel regulations will be updated as necessary under the authority of the Chief Fiscal Officer of the State and the Arkansas Tech University Executive Council. The Department of Finance and Administration, Office of Accounting will prepare all updates and distribute the updates to the regulations via e-mail distribution notification to state agencies and institutions and Travel Services will prepare all updates and distribute electronically via the departmental website www.atu.edu/travel to ATU campuses any updates to University Travel Policy. The purpose of the appendices is to provide pertinent information that is subject to frequent change, such as forms, mileage/hotel reimbursement rates and website addresses. The regulations will be placed on the Department of Finance and Administration official web site http://www.dfa.arkansas.gov/Pages/default.aspx but shall also be made available in hard copy form upon request.