

Arkansas Tech University
Travel Procedural Manual



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This manual is published by Travel Services to aid faculty and staff members in the planning and reimbursement process for allowable university travel expenses. The information presented is intended to neither address every employee or student travel situation nor circumvent the Travel Policy. It is designed to be most helpful if viewed online which allows for the reader to take advantage of links made available to additional sources. Please read the ATU Travel Policy before reading this manual.

Travel Authorizations and Disbursement

Standard Reimbursement for State Employees

Travel reimbursement must be made by using a TR-I form. The main function of Travel Services at ATU is to process travel requisitions and TR-I's in a timely and accurate manner and in accordance with ATU policy and State of Arkansas law for those who are authorized to carry out official duties. No meals or lodging will be allowed within the town of the travelers "official station". One state employee cannot pay for another state employee's expenses which includes lodging, meals, and or taxi expenses. Travelers cannot be reimbursed for personal travel or travel that could be construed as a possible conflict of interest. Employees may be reimbursed travel expenses when they are required to travel away from their "official station" on university business. Travel requisitions and/or TR-I's may only be processed when all state and university-required approvals and/or documents have been completed and received by Travel Services. This manual's information will serve as basic travel processing guidelines for all University departments.

Any expenses that are determined to be personal in nature will be the responsibility of the traveler and the state will not reimburse the traveler for such expenses. If the expense is paid by direct billing the portion that is determined to be personal will be prorated and the traveler will be required to reimburse the university. This includes but not limited to lodging, meals, and rental cars. Expenses for personal entertainment, flowers, valet services, personal laundry, alcoholic beverages, cleaning, movies, and a tip for taxi cannot be reimbursed with state funds. 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.

Employees traveling on official business must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-I form, also known as the [Driver Authorization Form](#), if they have not already done so when hired.

Purchasing Travel Arrangements

Travel arrangements may be purchased four ways.

1. Personal credit card for reimbursement of expenses. This will always be used for employee meals when traveling without students. It is not allowed for international flights that must be purchased using an ATU Travel Card.
2. ATU Individual TCard (issued to an individual for only that employee's travel expenses)
3. Departmental TCard. (issued to a TCard custodian and used for travel expenses of all department members.)
4. Travel card ATU Ghost Card (issued and held by Travel Services)-This option is used sparingly. Contact Travel Services for more information about the use of this card.

As a traveler what do I need to do to prepare and receive reimbursement for my university travel expenses? The process you will need to follow will vary slightly depending on the type of travel you will be completing. The following sections offer instructions for completing various types of University travel.

Employee Conference Travel

Answer the following questions to help prepare for your trip.

Once you have determined the best and most cost-effective options for your trip enter one requisition using your T number for all reimbursable expenses and if the ATU Travel Card is being used, one or two requisitions to Bank of America (T01007859) for all charges placed on the TCard. Two requisitions are required if airfare is purchased.

- 1. How should I pay for my conference registration?** Register for your conference using a P-Card, T-Card, or by submitting a travel requisition to the host of the conference. Instructions for P-Card purchase can be found [here](#) and requisition guidelines are posted [here](#).

- 2. How should I travel to the conference? Drive or fly?**

Drive. The [Enterprise calculator](#) can be used to evaluate if it will be most cost effective to drive your personal car and obtain reimbursement or if a rental car is the best option.

- i. If driving your car, please include the mileage estimate reimbursement on your reimbursement requisition. If renting a car, please follow the instructions [here](#).

Fly. Airfare may be purchased using an individual, departmental ATU Travel card, ATU Ghost Card, or your personal credit card (for domestic flights only). If using the ATU Travel card, you must enter a requisition to BOA, using the guidelines in the [Banner manual](#). If you are using your personal credit card and requesting reimbursement, include the airfare in the requisition completed to your T Number. ***All airline tickets must be purchased using a 14-day advance, or have special authorization.***

- i. Using an individual or departmental card the reservation may be booked **only after receiving a departmental copy of the purchase order to BOA for the airfare. Every effort is made to process approved requisitions quickly as we realize airfares change daily.**

3. If I am flying, do I need a rental car?

- a. You may need a rental car if shuttle or taxi transportation to your hotel exceeds the rental car fee or if you need transportation to and from your conference location from the hotel. If one of these situations exist, and you would like to reserve a rental car please follow these [instructions](#).

4. Is my conference located at a hotel, or do I need reserve a room at a nearby property?

- a. If your conference location is within or adjacent to a hotel, this may be the best property to reserve for your stay. Be sure to secure the conference rate as these rates most often offer a savings to the University.
- b. If your conference location is not held at a hotel, then you will need to evaluate the location of the other properties and transportation options (complimentary shuttle service, etc.) offered to and from the conference location and secure the most cost-effective rate.
- c. **Purchasing your lodging.** Lodging is purchased using your personal credit card, or one of the ATU travel card options (individual, departmental or ghost card) and the lodging amount included in your reimbursement requisition or reconciled on the TCard log. If using a departmental travel card or ghost card, you must complete a requisition to BOA and contact the hotel to request and complete a credit card authorization form. This is required as you are purchasing using a card that you will not be presenting at check-in. The ATU ghost travel card can be used to purchase hotel stays when purchased in conjunction with airfare from a website such as Expedia. When booking through Expedia the hotel and airfare combined must be less expensive than if purchased separately. The Expedia hotel rate cannot exceed the conference hotel rate and still require a credit card to be presented for incidentals upon check-in.

Meals included in Conference Registration

It is best practice to take advantage of any meals included in your conference registration. However, there are times when this is not possible due to one of the conditions below being met. If you have one of these circumstances, you must submit an agenda/program of any conference for which an employee is requesting meal reimbursement requests be included with the TRI.

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.

Required Requisitions

1. **Charges that will be reimbursed to you.** Complete one requisition to your T number for reimbursement of allowable charges you will incur as a result of the trip. Meal expense is a strictly reimbursable expense for employees traveling without students, so you will **always** have a requisition that will include an estimate of your total meal expense for the trip. See Limits for Meals and Lodging Page 13. **This requisition may also include any allowable lodging, transportation, baggage fees, shuttle or taxi service, parking expenses**

(etc.) for which you will request reimbursement. Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. You must retain a copy of this PO and submit it with your TR-I when you return. Remember when purchasing airfare on your personal card for reimbursement you cannot request reimbursement until after travel has occurred.

2. **Charges placed on an ATU Travel Card.** Complete one or two requisitions to BOA for all charges placed on an ATU TCard. Two requisitions are required if airfare is purchased and will result in TCard charges posting to a monthly statement prior to completing travel. Once requisitions receive the appropriate approval they will be converted to a purchase order(s) and you will receive a departmental copy of the PO(s) via email. These charges will not appear on your TRI for reimbursement, so you do not have to include a copy of this PO with your TRI.

Following your return please complete your TRI and submit all applicable receipts to Travel Services along with any additional documentation. See TR-I Completion Section below.

Checklist for Employee Conference Travel using Departmental TCard: **2 requisitions are required to be entered for travel without airfare. 3 requisitions are required if airfare is purchased.**

- Purchase conference registration on PCard. Use of administrative assistant's PCard for conference registration is permissible. [See instructions.](#)
- Determine pricing for all required travel that can be applied to the TCard.
- If purchasing airfare, enter requisition 1 to Bank of America (T01007859) for airfare. This is necessary because most airfare will be purchased several weeks prior to travel and will post to the TCard resulting in a TCard log being due with these charges before the TCard log with the charges made during travel dates. It is not recommended that airfare be placed on a personal card for reimbursement and international airfare must be purchased with an ATU Travel Card.
- If vehicle rental is needed, send email to travel@atu.edu to request approval for the rental. (See Rental Vehicles below)
- Receive approval from Travel Administrator for rental. See Rental Vehicles page 6.
- Enter requisition number 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- Enter requisition number 3 for meals and personal mileage reimbursement if you are driving your personal vehicle to your T Number for reimbursement. Always check the [Enterprise calculator](#) to make sure you are choosing the least expensive option between driving your personal vehicle and an Enterprise rental. See the [GSA chart here](#) for meal allowances per day for your destination. **Remember to use the 75% first and last day travel amounts and full rates for all other days. See Limits for Meals and Lodging page 13.**

- ❑ After purchase orders have been received, and **only then** work with your TCard departmental liaison to reserve or purchase all required arrangements using the departmental TCard.
- ❑ If purchasing hotel accommodations, contact the hotel to complete a credit card authorization form. **Do not skip this step!** The credit card authorization is mandatory for any hotel charges that will be placed on the departmental TCard. The hotel may ask that you present a personal card upon check-in for incidentals.
- ❑ Retain all original receipts for purchased made with the TCard and submit to your TCard liaison.
- ❑ Complete TR-1 for all meal reimbursement and submit to Travel Services within 5 days of return. Enter requisition 1 to Bank of America (T01007859) for all airline airfare. This is necessary because most airfare will be purchased several weeks prior to travel and TCard log will be due with these charges before the TCard log with the charges made during travel dates.
- ❑ Enter requisition number 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- ❑ Enter requisition number 3 for meals to your T Number for reimbursement. See the GSA chart here for meal allowances per day for your destination. ***Remember to use the 75% first and last day travel amounts and full rates for all other days.***
- ❑ After purchase orders have been received, and **only then** work with your TCard

Checklist for Employee Conference Travel using Individual TCard: **2 requisitions are required to be entered for travel without airfare. 3 requisitions are required for airfare.**

- ❑ Determine pricing for all required travel that can be applied to the TCard.
- ❑ Enter requisition 1 to Bank of America (T01007859) for all airline airfare. This is necessary because most airfare will be purchased several weeks prior to travel and Tcard log will be due with these charges before the TCard log with the charges made during travel dates.
- ❑ If vehicle rental is needed, send email to travel@atu.edu to request approval for the rental. (See Rental Vehicles below)
- ❑ Receive approval from Travel Administrator for rental. See Rental Vehicles page 6.
- ❑ Enter requisition 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- ❑ Enter requisition number 3 for meals and personal mileage reimbursement if you are driving your personal vehicle to your T Number for reimbursement. Always check the [Enterprise calculator](#) to make sure you are choosing the least expensive option between driving your

personal vehicle and an Enterprise rental. See the [GSA chart here](#) for meal allowances per day for your destination. **Remember to use the 75% first and last day travel amounts and full rates for all other days.**

- ❑ After purchase order has been received, and **only then** reserve or purchase all required arrangements using your TCard.
- ❑ Retain all original receipts for purchased made with the TCard and prepare your TCard log. You may have a log that will be due with charges before you travel. Example: Airfare.

Checklist for Employee Conference Travel using reimbursement only: **I requisition is required.**

- ❑ Purchase conference registration on PCard. Use of administrative assistant's PCard for conference registration is permissible. See instructions here.
- ❑ Determine pricing for all required travel that is an allowed for reimbursement. Mileage to and from destination, hotel, parking, and meals.
- ❑ Enter requisition to your T number for meals, and any personal mileage, if you are driving your personal vehicle. (See Personal Mileage below) See the [GSA chart here](#) for meal allowances per day for your destination. **Remember to use the 75% first and last day travel amounts and full rates for all other days.**
- ❑ After purchase order has been received, and **only then** reserve or purchase all required arrangements using your TCard.
- ❑ Retain all original receipts for purchased made with the TCard and prepare your TCard log. You may have a log that will be due with charges before you travel. Example: Airfare
- ❑ Complete Tr-I and submit with all original receipts for requested amounts, except meal receipts, to Travel Services.

Rental Vehicles

A written justification must be sent to the travel administrator for authorization of the use for rental vehicles. A requisition must be in place after approval with name of driver, time/date of pick/return and a contact number. A 24-hour notification of rental or cancellation of vehicle is needed. See instructions here. Fuel cards are available when driving a rented vehicle. These cards offer a discount to the University on fuel tax and should be used whenever fueling a rental car. WEX cards may be used to purchase fuel for rental vehicles only. Funds are not encumbered prior to purchase but will charge to your budget once monthly upon reconciliation. See [WEX Cards](#) for more information.

Personal Mileage

Prior to leaving on a trip that will require you to travel via car always check the [Enterprise calculator](#) to make sure you are choosing the least expensive option between driving your personal vehicle and an Enterprise rental. Key in your dates of travel and the Enterprise site will display any potential

savings or additional expense between your rental and mileage reimbursement.

Standard
Volkswagen Jetta or similar
Automatic 5 People 3 Bags
Features & Price Details

PAY LATER

\$184.20 Per Week	\$229.88 Total
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Select

Custom Rate

Reimbursement is less by \$229.88

When requesting personal mileage reimbursement you must select the shortest route that by default results in the least expensive reimbursement. You will also be required to have a [Driver Authorization Form](#) on file with Travel Services. See [How do I request mileage reimbursement?](#) for detailed instructions. Failure to complete any of these processes may result in rejection of reimbursement request.

To request reimbursement for mileage driven in your personal car, you must complete a requisition to your T Number using .52 per mile as the per mile rate and using either the mileage chart or Google Maps to obtain the mileage for your reimbursement. The mileage chart contains mileage from ATU campuses to common destinations. If your destination is not listed here or if you are leaving from your home, and your home is closer to the destination than your official station then you must use Google Maps to determine your mileage. A hard copy of the Google Map must be included with your TR-I.

Example: Driving from ATU Russellville to Little Rock Airport is included in the mileage chart and no Google Map print out is required. However, if you are leaving from your home that is closer to Little Rock Airport than ATU Russellville then a Google Map is required because that is the shortest route (and we have to take the shortest route) and is not listed on the mileage chart.

Personal Vehicles and Insurance Coverage-Employees should be aware that when using personal vehicles on state business, their personal automobile insurance is the primary coverage. It is the responsibility of the employee to contact their insurance agent to confirm if "business use" coverage is required. In no circumstances does the State of Arkansas insurance contract provide physical damage coverage for personal vehicles.

Accidents and Traffic Violations-Drivers must report all traffic violations and accidents while driving on University business immediately to the claim's office listed below.

Checklist for Employee Conference Travel using reimbursement only: ***I requisition is required.***

- Enter requisition to your T number for round trip mileage x .52 to obtain the dollar amount of reimbursement. Mileage from campus locations to common destinations is available on the Mileage Chart. If your destination is not listed here or you are leaving from your home you must use Google Maps to determine your miles for reimbursement.
- Print off the map results and include with your TR-I.
- After purchase order has been received, and **only then** may you complete travel.
- Complete Tr-I and submit with Google Map print out if mileage chart was not used to Travel Services.

TR-I Completion

Upon completion of your trip, you must submit any expenses for reimbursement using a TR-I form. Expenses are itemized for each day of travel and the TR-I must be signed by you and your supervisor. Original receipts for all amounts, **except meals**, requested for reimbursement must be attached to your TR-I. [TR-I instructions can be found here](#). Receipts may include the following

- Lodging, displaying a zero balance
- Commercial airfare, including the itinerary, name of passenger, E-ticket number, and price
- Train
- Car Rental
- Taxi
- Misc. items purchased while traveling. A detailed explanation of these items is required.
- Parking
- Checked baggage fee. ATU will only reimburse for the first checked bag.
- Google Map hard copy.

Meal Reimbursement Without an Overnight Stay

Under certain circumstances ATU will allow for meal reimbursement without an overnight stay. You must complete the following steps to request reimbursement.

1. Prior to your day travel, you must enter a requisition to your T Number for no more than 75% of the [GSA per diem limits for the city you will be visiting](#).
2. Your day travel must be for 12 hours or more.
3. You must demonstrate a benefit to the University by completing the [Day Travel Without Overnight Stay Form](#).
4. This form including approval signatures must accompany your signed PO and a printout of GSA rate for your city and be submitted to Travel Services.

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. See Travel Policy page 6.

Below you will find the necessary links to process requests, book your travel needs, and comply with student travel guidelines at ATU. Faculty, staff, and students are responsible for following all travel guidelines within their department.

Resources

[Driver Authorization Form](#)

[Agency Travel Process](#)

Registered Student Organization (RSO)

If you are traveling for a Student Organization, please refer to the links below on how to book your travel, how to register through the Link, who is the responsible party while on the trip, and the rules associated with traveling for university-related trips. The below student acknowledgment should be signed when booking your travel.

Non-Athletic Travel

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students accompany them. The sponsor/instructor must complete a Travel Requisition to BOA for lodging, meals, rental car (if applicable) by estimating expenses for the entire group. A written explanation of the activities for these individuals should be noted on the Travel Requisition in the document text field. If needed, a Travel Requisition can be completed to the sponsor/instructor's T Number for a group cash advance and is calculated as 90% of total estimated expenses. All receipts must be turned in to Travel Services. If money remains out of the cash advance, it must be deposited back into the correct budget at Student Accounts and the receipt turned into Travel Services. Student group travel may be used only for off-campus events and is restricted to students and official faculty/staff members only.

Example of Student Travel

Before your Trip:

- A student must be accompanied by a University employee to act as a sponsor for the trip.
- Electronic **requisitions** are issued to the student for meal reimbursement and to the sponsor for any reimbursable required for the trip with who, when, where, why, and what is being reimbursed.
- The *requisition must be approved* by all parties before your trip and turned into a purchase order and contain the following information.

First requisition is to the student and is entered using his/her T number as the vendor.

Vendor: Jane Doe (T Number)

Who: Student Jane Doe

When: December 1-3, 2023

Where: Hot Springs, AR

Why: Skills USA Conference

What: Meals: \$65.00

Lodging: Sponsor paying R129555

Total: \$65.00

Next, do another requisition for the sponsor.

Vendor: John Smith (T Number)

When: December 1-3, 2023

Where: Hot Springs, AR

Why: Sponsor for Jane Doe, student to Skills USA Conference

What: Lodging for 2 people, \$350.00 for 3 nights, student Jane Doe R129554

Meals: \$65.00

Mileage: \$61.32

Total: \$476.32

Traveling with students using a Travel Card

- Enter an electronic **requisition** with who, when, where, why, and what is being reimbursed.
- The *requisition must be approved* by all parties before your trip and turned into a purchase order.
An example of how to do a requisition when using a Travel Card with student group.

Vendor: Bank of America(T01007859)

Who: John Smith and 6 Students

When: December 1-3, 2023

Where: New York, NY

Why: 2017 Blueprint for Success: Preparing for College, Work & Beyond

What: Meals: \$400.00 (meals receipts have to be itemized)

Lodging: \$1500.00 (zero balance)

Baggage: \$350.00

Taxi: \$250.00

Parking: \$30.00

Total: \$2530.00

- You may get a Cash Advance for meals when traveling with students. 90% of total of meals (i.e. 90% of \$400.00 cash advance is \$360.00).
- Enter a requisition to the sponsor that is traveling with students as the vendor.

Vendor: John Smith

Who: Sponsor, John Smith

When: December 1-3, 2023

Where: New York, NY

Why: 2017 Blueprint for Success: Preparing for College, Work & Beyond

What: Cash Advance for student meals

Total: \$400.00

During your trip:

- **Keep all original receipts**, must be itemized for reimbursement. Include Conference agenda/program documentation. Proof of registration stating the amount paid. Make sure the lodging has a zero balance. If you share a Lodging or taxi, you must provide proof of payment by splitting the expense.

After your trip:

- Make copies of all your receipts for your records.
- Submit all original itemized receipts for reimbursement (airfare, lodging, meals, taxi, parking, registration, and baggage).
- Complete a TRI attaching the itemized receipts for reimbursement expenses.
- Attach a [Non-State form](#) if it is for Students or Non-State employee of the University.
- Turn in TRI to Travel Services with original signatures of Traveler and Supervisor on TRI and along with a Departmental copy of Purchase Order with signature.
- You will need to do a Travel Card Transaction Log if you used a Travel Card for your travel expenses.

Athletic Travel

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students in fundamentals of a competitive sport and direct team strategy accompany them. Group travel may be used only for off-campus athletic events and is restricted to team members and official staff members. [See the Athletic Travel Page for the most up to date Athletic Travel procedures.](#)

COMPLETE THESE STEPS FOR ALL ATHLETIC TEAM TRAVEL.

1. Plan ahead! Notify Travel weeks in advance to ensure that your TCard is approved for team meals. Travel must request this permission from AR Department of Finance Office of Accounting. Remember: Tips are limited to 15% on meals unless automatically added by the restaurant.
2. Request permission for any rental vehicles from travel@atu.edu. One blanket permission may be used per team per season.
3. Contact your administrative support as soon as the schedules are posted for your sport to plan requisition entry and TCard limit needs.
4. Secure purchase orders for each of your required trips.
5. Complete your travel.
6. Retain all receipts during travel **including meals**. All charges placed on the TCard require original receipts to be submitted
7. Pay attention to the monthly TCard statement notice emails. You will receive an email notification around the 16th of each month reminding you that TCard statements are available and logs are due.
8. Access your TCard statement via Global Card Access.
9. Complete TCard logs per [these instructions](#).
10. Email the Excel log to travel@atu.edu with your Last Name, Month, and TCard Log as the subject of the email.
11. Submit signed TCard log with all required receipts, Non-State Form, team roster, justification of any purchases such as laundry detergent for team jerseys, and signed purchase orders to administrative support for Athletic Director's signature and submission to Travel Services.
12. Repeat steps 5-8 for each subsequent trip.

COMPLETE THESE STEPS FOR ALL ATHLETIC RECRUITING TRAVEL.

1. Notify Travel weeks in advance to ensure that your TCard is approved for team meals. Travel must request this permission from AR Department of Finance Office of Accounting. Remember: Tips are limited to 15% on meals unless automatically added by the restaurant.
2. Request permission for any rental vehicles from travel@atu.edu. One blanket permission may be used per coach per recruiting season.
3. Secure purchase orders for each of your required trips.

4. Complete your travel.
5. Retain all receipts during travel **including meals**. All charges placed on the TCard require original receipts to be submitted
6. Pay attention to the monthly TCard statement notice emails. You will receive an email notification around the 16th of each month reminding you that TCard statements are available and logs are due.
7. Complete TCard logs per [these instructions](#).
8. Email the Excel log to travel@atu.edu with your Last Name, Month, and TCard Log as the subject of the email.
9. Submit signed TCard log with all required receipts and signed purchase orders to administrative support for Athletic Director's signature and submission to Travel Services.
10. Repeat steps 5-8 for each subsequent trip.

ATHLETIC TRAVEL RESOURCES

[Tcard Log Instructions and Checklists](#)

[Driver Authorization Form](#)-Must be completed by each staff member prior to driving on ATU business. Either driving a rental or claiming mileage reimbursement.

[TCard Log](#)




[WEX Cards](#)-WEX cards may be used to purchase fuel for rental vehicles only. Funds are not encumbered prior to purchase but will charge to your budget once monthly upon reconciliation.

[Vehicle Rental Instructions](#)

Limits for Meals and Lodging

Travel reimbursement for meals is not a per diem it is a meal allowance that is not to exceed the maximum per diem rates. Think of per diem rates as your reimbursement ceiling. Rates vary by location and are available here. Original receipts are not to be turned in with your TR-I for meal reimbursement. Reimbursement per diem limits are reduced on the first and last days of travel to 75% of the total. Please be aware of this when planning your meal reimbursements on your requisition and completing your TR-I. [GSA rates](#) are available at and are updated yearly as per diem rates change.

Example: Travel to Memphis, TN October 15-19, 2023. Access the [GSA website](#) and select Tennessee from the drop down and then key Memphis in the City field. Click Find Rates. Scroll down the Meals and Incidentals Rates and Breakdown.

Primary Destination 	County 	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 
Memphis	Shelby	\$69	\$16	\$17	\$31	\$5	\$51.75

Here you see your daily total at \$69 and your first and last day of travel total at \$51.75.

You may claim the \$51.75 on October 15 and October 19

You may claim the \$69 on October 16-18.

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.

Expenses for Non-State Employees and Official Guest

A volunteer, student, GA, non-state employee, or an official guest must have a [Non-State Form](#) turned in with their TRI with original signatures for reimbursement from state funds.

University Agency Travel

See the current Agency Travel Procedure here.

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.

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

Faculty and staff moving expenses are subject to the following guidelines. See Travel Policy page 7 for complete details and restrictions.

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. 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.
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

Non-Allowable Costs. The University does not share in the following costs:

1. Storage of personal effects at either end of the move.
2. Meals
3. Additional insurance coverage over and above the normally carried by commercial moving companies.
4. Moving of household effects from an address other than the home address from which the individual is moving.
5. Any subsequent moves from temporary to permanent housing.
6. The movement of recreational vehicles, boats and other items not normally used in the home.
7. Payment to self or friends/family of employee if employee elects to move himself/herself.

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.
 - i. 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.
 - ii. 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.

1. Dean requests reimbursement allowance from Academic Affairs.
2. If approved, Academic Affairs will reimburse actual allowable moving expenses up to the maximum allowance granted.
3. Dean completes and approves [Moving Reimbursement Request Form](#) and forwards to person who will enter travel requisition for reimbursement expenses.
4. Requisition is entered and approval form is forwarded to Travel Services via email, travel@atu.edu.
5. Travel retains a copy for TR-I reconciliation.
6. Faculty member who is moving completes a TR-I and submits it along with all receipts to department for approval signature, once approved the TR-I is forwarded to Travel Services.
7. Travel Services forwards a copy of TR-I and approval form to Payroll.
8. If Academic Affairs has previously agreed to a moving allowance, department then contacts Academic Affairs with actual reimbursable amount and requests a budget transfer.
9. Travel Services processes the TR-I.
10. Individual is reimbursed via paper check or direct deposit through Disbursing Office.

State Travel Card Usage

As mentioned on page 2, travel cards are one way that arrangements may be purchased. The Travel Card Program provides travelers a safe, effective, convenient, and commercially available method to pay for expenses incidental to official travel, including local travel. Approval for use of all credit cards rests with the Chief Fiscal Officer of the State. 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.

It is a State sponsored credit card used for making purchases related to official University travel such as:

1. Airline tickets.
2. Baggage fees-**First** checked bag only, state law limits baggage fee payment to one checked bag.
3. Conference registration fees. PCard may also be used.
4. Lodging-present a personal credit card for incidentals upon check-in.
5. Parking.
6. Rental car.
7. Taxi, shuttle.

Non-Allowable Charges include:

1. Personal purchases of any kind.
2. Airline tickets purchased for family members with plans to reimburse the University at a later date.
3. First class airline tickets.
4. Preferred airline seating assignments or boarding positions.
5. ATM charges.
6. Alcohol.
7. Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.
8. Incidental Hotel Charges-movies, laundry, etc.
9. Add-on entertainment purchases, such as tickets to a performance that can be purchased in conjunction with a conference registration.
10. Purchases paid for with Agency Funds. [See Agency Travel Procedures here.](#)
11. Goods or services that should be purchased using an ATU Procurement Card
12. Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.

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. If you would like more information about Tech's TCard program, please give us a call at 356-6209. Additional information can be found in the Travel Policy page 10 and at <https://www.atu.edu/travel/tcards.php>.

Travel Cash Advance

Travel Cash Advances will be issued on a limited basis 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. Itemized receipts are required to be submitted upon return.

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, 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 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). Travel advances for student/client/group activities may be made for 90% of the anticipated expenses. 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.

Quick Reference

Travel Do's and Don'ts	
<u>Do</u>	<u>Don't</u>
Begin planning your travel as soon as possible and enter all required requisitions.	Travel without having a PO in place.
Keep all receipts for all expenses listed on your TR-I except meals and submit to Travel Services.	Submit reimbursement request for tips for personal services such as taxi or laundry service.
Request Travel Administrator approval for rental car at least 24 hours in advance.	Pay for another state employee's travel expenses.
Have all POs submitted with your TR-I and TCard log signed by your supervisor.	Claim reimbursement for meals provided by a conference.
Submit TR-I only after signed by both traveler and supervisor	Book your own international travel arrangements, these must go through the Travel Office.
Remember all requisitions must travel through the electronic approval process before a PO can be issued so plan ahead.	
Make sure drivers of 12 passenger and up rental vans are 25 years of age.	
Provide a copy of your conference agenda and registration form with your TR-I or TCard log.	