

ATU Travel Services
travel@atu.edu
479-964-0583 ext. 3502

Travel Services Fundamentals

- ☐ A requisition must be in place **prior** to travel. The requisition acts as both the travel authorization and starts the encumbrance process for your trip expenses. Remember to include the who, what, where, when, why and how much in the document text and use the commodity code 704100.
- ☐ You cannot use your individual TCard or request reimbursement for another employee's travel.
- ☐ You must have a **PO in hand prior to booking arrangements**. Receipt of the PO indicates that all approvals have been received for your trip and only after receiving it can you proceed with booking your arrangements.
- ☐ Include a detailed conference agenda with your PCard log or TR-1 submission.
- ☐ A map is not required with your TR-1 if you are traveling from your official on campus station to a destination listed on the chart.
- ☐ A zero-balance hotel receipt is required listing each night's stay separately and if you share a room with another employee you each must have a receipt. Room service may not be added to the hotel receipt for payment by the University.
- ☐ Driver forms are required for all drivers requesting mileage reimbursement or renting a car on University business. This goes for non employees such as students and applicants.
- ☐ Ride-hailing services such as Uber may be used instead of a taxi.
- ☐ Email travel @atu.edu prior to requisition entry and car rental reservation to obtain the required approval for the rental.
- ☐ Fuel receipts submitted for TR-1 reimbursement must display the date, place of purchase, and price per gallon.
- ☐ Meal reimbursement must be requested at the lessor of the amount spent or the GSA limit. Meal receipts are held in the department and not submitted with the TR-1.

Arkansas Tech University Travel Policy



ARKANSAS
TECH
UNIVERSITY

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.

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 TR-1 form or equivalent.
- B. 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.
- C. 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.
- D. Primary responsibility for authenticating travel reimbursement claims rests with the Travel Administrator.
- E. All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved by Travel Administrator.
- F. 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 a per diem and is to be claimed for actual expenses for meals and lodging 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.

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). Actual meal expense receipts must be retained by the traveler or traveler's department designee and be available for review by Legislative Audit upon request. 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. Sponsors traveling with students and requesting reimbursement for student meals must retain all receipts. Individual student travelers are not required to retain meal receipts. These exemptions may be changed at any time due to misuse or cost reductions.

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.

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.

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.

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."

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 to \$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 <http://www.irs.gov/pub/irs-pdf/p521.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.

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.
- Parking.
- Rental car.
- Taxi, shuttle.

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, 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. 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>

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.

ATU Travel Policy Quick Facts

Actual Meal Expense Reimbursement

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

Meal Reimbursement Without an Overnight Stay

ATU will now allow for meal reimbursement without an overnight stay under specific circumstances. A traveler may be reimbursed up to 75% of the maximum daily allowance under these conditions.

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

See Travel Policy page 4.

Students Traveling with Sponsor

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

International Travel

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

Moving Expenses

Guidelines on moving newly hired faculty and staff include:

1. \$5,000 cap on moving expenses unless approved by the President or his/her designee.
2. Moving of only household goods as allowed by AR State Law.
3. Procedures for employee reimbursement of moving expenses.
4. Travel and lodging reimbursement from former to new residence.

See Travel Policy page 7.

Arkansas Tech University
Travel Procedural Manual



Travel Services
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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. If you have not read the [Arkansas Tech University Travel Policy](#) please stop and do so now before continuing with 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 employees 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-Is 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, 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

When travel is anticipated, a travel requisition must be completed for the estimated total cost and dates. This requisition should be submitted as soon as possible to allow sufficient time for processing. How many requisitions are needed depends on the type of travel being completed. For expenses that will be reimbursed to the traveler a requisition to that traveler's T Number is required. For any expenses placed on a TCard (see next paragraph), a requisition to Bank of America is required.

Travel arrangements may be purchased two ways. The traveler may purchase certain arrangements themselves and request reimbursement or they may be charged to a University Travel Card (TCard). Travel reimbursement may not be allowed for certain purchases, such as international flights, which

must be purchased using a University TCard. On the other hand, for employee travel, meals will always be a reimbursable as they are not permitted to be charged to a TCard. If you have a question about the best way to purchase a specific arrangement, please contact Travel Services.

So, 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 requisition to Bank of America (T01007859) for all charges placed on the TCard.

- 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 ATU Travel 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.***

Airfare must not be booked on your personal card until you receive approval from Travel Services. Every effort will be made to respond promptly as we realize airfares change daily. If using the ATU ghost travel card, you will receive an email confirmation of your flight.

- 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.**

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 most often purchased using your personal credit card, or ATU travel 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 the the hotel notification letter and forward to your hotel once reservation is secured. 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. 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, so you will **always** have a requisition that will include an

estimate of your total meal expense for the trip. **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.

2. **Charges placed on an ATU Travel Card.** Complete one requisition to BOA

for all charges placed on an ATU TCard. 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. These charges will not appear on your TR-I for reimbursement, so you do not have to include a copy of this PO with your TR-I.

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

Example: Jerry travels only 1-2 times per year on University business, so he does not have an individual TCard and his department does not currently have a departmental card. He needs to attend a conference in Tulsa, OK in a few weeks. He asks his departmental administrative assistant to purchase the registration on her PCard. She does so following the PCard registration guidelines. Since the conference is a short drive to Tulsa, Jerry will not need to fly. He follows the rental car instructions to determine if he should drive and request mileage reimbursement or rent a car from Enterprise. The calculator determines that renting a car is less expensive than personal mileage reimbursement and since he does not have access to a departmental TCard or Individual TCard he contacts Travel Services and requests the use of the Ghost card. He then enters a requisition to BOA for the use of the ghost card. He then contacts the conference hotel and secures a reservation using his personal card and enters a requisition to his T number for the hotel fees, meals, and parking that he will expense on his TR-I after he returns from the trip. No requisition is necessary for the registration, as this was placed on a PCard and requisitions are not required for PCard purchases. Within five days of his return, Jerry completes his TR-I recording only his **actual** meal expenses, up to the per diem amounts and retains his meal receipts for two years in case they are audited. Jerry records the per diem limits for only the meal expenses that exceed the per diem limits. He also lists his hotel fees and parking. This signed TR-I along with a copy of his signed departmental PO made out to his T Number, hotel bill showing a zero balance, and parking receipts are submitted to Travel Services. He provides the itemized receipt for his rental car to travel@atu.edu to reconcile his ghost card charge.

Example: Goldie travels 5-6 times per year on University business. She does not have an individual TCard, but has access to her departmental TCard. She needs to attend a conference in Los Angeles, CA in a few weeks. She will need an airline ticket and hotel reservations which she can secure using the departmental TCard. She begins by selecting flights that she would like to purchase. She then issues one requisition to BOA for the flight, hotel fees and shuttle expenses noting on the requisition that she will be using a departmental TCard and one to her T Number for meal reimbursement. She submits the flight information to her administrative assistant for booking and ticketing. Since she is using the departmental TCard for her hotel stay, she completes the hotel notification form and submits to the hotel. This is necessary to let the hotel know that she will be charging her stay to a card that she will not be carrying. Goldie presents a

personal card at the hotel during check-in for incidentals. Upon her return she submits the hotel receipts showing a zero balance and shuttle receipts without tip added to her TCard custodian for card reconciliation. Goldie completes her TR-I listing actual meal reimbursement amounts up to the per diem limits, attaches the PO issued to her T Number with an approved signature to Travel Services for reimbursement. She retains the meal receipts for two years in case they are audited.

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 it must be signed by you and your supervisor. Receipts for the following items must be included in your TR-I.

- Lodging, displaying a zero balance
- Commercial airfare, including the itinerary, name of passenger, E-ticket number, and price
- Train
- Registration Fee
- 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.
- Conference Agenda
- Meals-**ONLY** if student groups, meals that qualify as official functions, or meal without an overnight stay reimbursement. All other meal receipts are to be retained in the department for two years and be available for audit upon request.

Personal Mileage

Prior to leaving on a trip that will require you to request reimbursement for mileage driven in your personal car, you must complete a requisition to your T Number using published mileage reimbursements and mileage charts, or ATU designated mapping site to obtain mileage for your calculations. 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.

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 claims office listed below.

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 for the two meals that you will be having. You may not submit for all three meals of the day.
2. Your day travel must be for 12 hours or more.
3. You must demonstrate a benefit to the University that justifies the request by completing the Day Travel Without Overnight Stay Form.
4. This form including approval signatures along with all meal receipts must accompany your signed PO 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 Arrangement TCard Request Form](#)

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.

<http://www.atu.edu/rso/docs/TravelEventRegistrationGuide.pdf>

<http://www.atu.edu/rso/docs/StudentAcknowledgementForm.pdf>

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.

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. A Travel Requisition should be submitted to BOA for meals, lodging, and rental car (if applicable) with estimated expenses for the group with the team coach as the traveler. The team roster must be attached to the Purchase Order after you return from the trip. Cash advances are given only to those coaches who do not have a TCard. An athletic group advance 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. Group travel may be used only for off-campus ATHLETIC events and is restricted to team members and official staff members.

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, 2017

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, 2017

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: T0100251 US Bank

Who: John Smith and 6 Students

When: December 1-3, 2017

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 cannot get a Cash Advance if you have a Travel Credit Card when traveling with students.

- Non-Tcard holders 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, 2017

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)
- Original itemized meal receipt will be kept on file in your department for audits. If you claim a meal and do not have the correct meal receipts you will have to reimburse the University back for the Expenses.
- Complete an electronic 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 an electronic Travel Card Transaction Log if you used a Travel Card for your travel expenses.

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. You may spend all you like on a meal, but your reimbursement stops once it hits the ceiling. Because of this, you must record only the dollar amount spent for each meal using the per diem rates for the area you visit as the maximum allowance. It is only acceptable to expense the per diem maximum for a meal on which you have exceeded that maximum. Original receipts are not to be turned in with your TR-I for meal reimbursement with an overnight stay (see page 5) , but must be retained in your department either by you or a designee for two years and be available for audit upon request either by Travel Services or Legislative Audit.

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. Meal and Lodging per diem charts are available at www.atu.edu/travel and are updated yearly as per diem rates change.

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

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.

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.
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.
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>.

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.

Travel Cash Advance

Travel Cash Advances will be issued on a limited basis and are restricted to those without a TCard 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 ¹³ 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-I, or equivalent should be filed within ten (10) working days after the traveler returns to his/her official station. Failure to submit the TR-I 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, retain the meal receipts in your department and submit all others 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.
Submit all meal receipts for any request for meal reimbursement without an overnight stay.	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 electronic approvals so please be patient as you wait for your PO in these instances.	
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.	



Banner Self-Serve Travel Requisition Entry Manual

**Travel Services
Young Building East End
203 West O Street Suite 102
Russellville, AR 72801-2222**

**Tel: 479-356-6209
Fax: 479-964-0507**

<http://www.atu.edu/travel>

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Travel Services Staff Members

NAME	TITLE	E-MAIL
Jessica Holloway	Director of Procurement, Risk Management and Travel Services	jholloway@atu.edu
Cindy Pratt	Travel Administrator	cpratt@atu.edu
Brooklyn Meeks	Assistant Travel Administrator	bmeeks3@atu.edu

CONTACT INFORMATION	PRIMARY LINE
Telephone	(479) 356-6209
Fax	(479) 964-0507
Email	travel@atu.edu

ELECTRONIC TRAVEL REQUISITIONS

GENERAL INFORMATION

A requisition is only a request for a purchase or reimbursement. While sometimes used interchangeable with the term PO or purchase order. A requisition only reserves funds and until it is converted into a purchase order it does not encumber the funds that are necessary for reimbursement.

APPROVALS:

Requisitions flow through the electronic requisition approval process and are processed by Travel Services after they receive final approval. Please see the Electronic Requisition Approval Manual for information on this process.

Approval Limits				
Approved by the Executive Council and serve as basis for approval routing				
Division	<\$2,499.99	<\$2,500- \$4,999.99	\$5,000- \$49,999.99	>\$50,000
Academic Affairs	Department Head	Dean	Vice President	President
Administration and Finance	Specific Area Director		Vice President	President
Advancement	Vice President			President
Athletics	Head Coach, Head Trainer, Sports Information Director	Athletic Director		President
Enrollment Management	Specific Area Director		Vice President	President
Ozark	Department Head	Chief Officer	Chancellor	President
President	Specific Area Director		Chief of Staff	President
Student Affairs	Associate Dean	Dean of Students	Vice President	President
Grant Funds-All grant funds will forward to Principal Investigator and Budget Office queues for approval prior to moving to the Department Head queue and so on.	Department Head	Dean	Vice President	President

CHANGES/CORRECTIONS TO REQUISITIONS:

It is not possible to make changes to a requisition prior to converting it to a purchase order, such as a date change or a change in document text. However, minor modifications can be made when a requisition is converted to a purchase order. Typos and/or occasional instances of missing data will be corrected by Travel Services without the cancellation and reissue of a requisition. Repeated

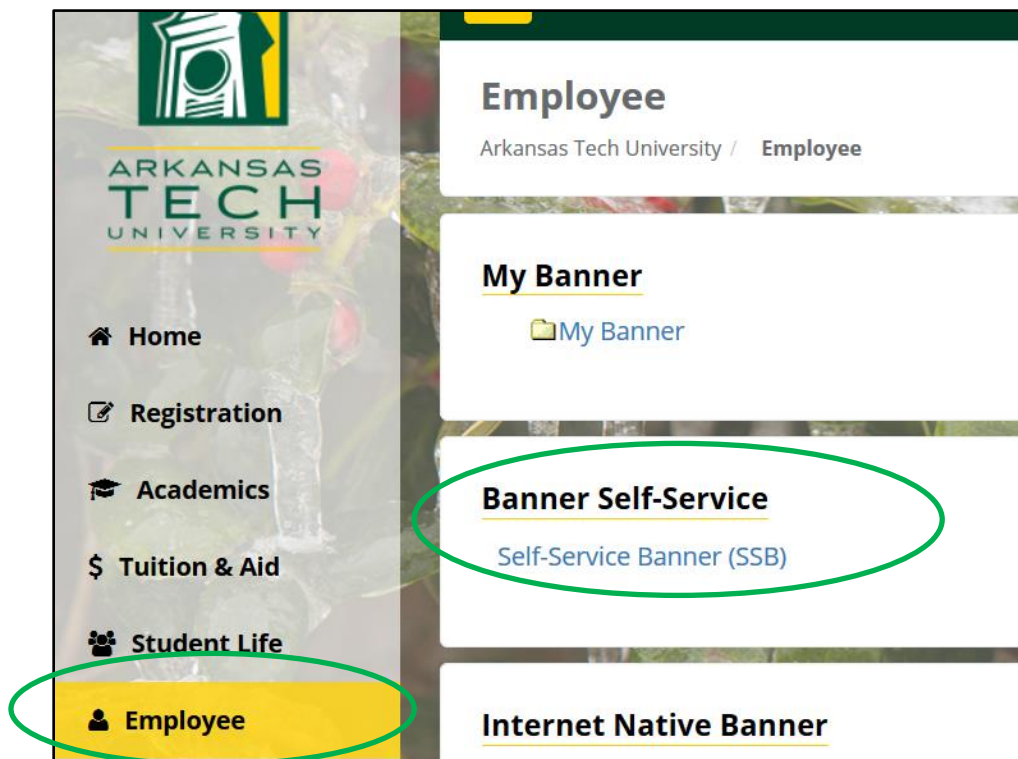
instances of missing or incorrect information from the same requestor may result in a cancellation and a request to re-enter the requisition or attend an additional training session.

PURCHASE ORDERS:

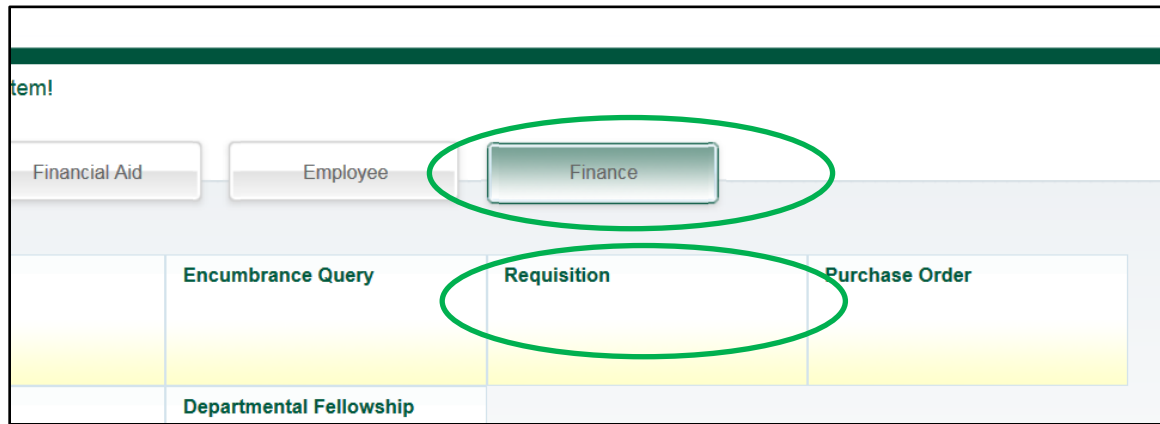
After a purchase order has been issued it will be printed by Travel Services, a *departmental copy* of the purchase order will be *e-mailed* to the requesting department. If you do not receive a copy of the purchase order within a reasonable time, please contact Travel Services. A signed copy of each PO must accompany your TR-1 or TCard log.

Accessing Requisition Form:

1. Login at <https://lum5prodcas.atu.edu/cas-web/login?service=https%3A%2F%2Flum5prod.atu.edu%2Fc%2Fportal%2Flogin>



2. Click the Employee tab and then Self Service Banner



3. Click the Finance tab and then Requisition

Requisition Form. The page below will display.

Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

Use Template

None

Retrieve

Transaction Date

12

JUN

2005

Delivery Date

12

JUN

2005

Vendor ID

Vendor Validate

Address Type Address Sequence

Vendor Contact Vendor E-mail

Requestor Name

Requestor E-mail

Phone Area Phone Ext

FAX Area FAX Number FAX Ext

Chart of Accounts Organization

Currency Code

None

 Discount Code

None

Ship Code Attention To

Comments

Document Text

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			<div>None</div>				
2			<div>None</div>				
3			<div>None</div>				
4			<div>None</div>				
5			<div>None</div>				

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				

Totals:

Dollars

Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template

Shared

Validate

Complete

Code Lookup

Chart of Accounts Code

A

Type

account

Code Criteria

Title Criteria

Maximum rows to return

10

Execute Query

Note: The recommended ways of navigating through this form are using the “Tab” key or the mouse. Using the “Enter” key will result in errors in the form.

7

Requisition Form – Dates / Vendor ID

For travel requisitions the vendor will most often be the traveler (for reimbursement requisitions), Bank of America (for TCard requisitions), or to the ATU T number (T00000000) for motor pool car reservation.

The screenshot shows a web form with the following fields and controls:

- Transaction Date: 12 JUN 2005
- Delivery Date: 12 JUN 2005
- Vendor ID: [Empty field] [Vendor Validate button]
- Address Type: [Empty field]
- Address Sequence: [Empty field]
- Vendor Contact: [Empty field]
- Vendor E-mail: [Empty field]
- Requestor Name: [Empty field]
- Requestor E-mail: [Empty field]
- Phone Area: [Empty field]
- Phone: [Empty field]
- Ext: [Empty field]
- FAX Area: [Empty field]
- FAX Number: [Empty field]
- FAX Ext: [Empty field]
- Chart of Accounts: [Empty field]
- Organization: [Empty field]
- Currency Code: None
- Discount Code: None
- Attention To: [Empty field]
- Ship Code: [Empty field]
- Comments: [Empty field] [Document Text link]

1. Select the first day of your trip as the Delivery Date. | Delivery Date 12 JUN 2005
2. Enter Vendor ID in the field shown: | Vendor ID [Empty field] [Vendor Validate button]
 - To search for Vendor ID go to Lookup Section
 - If you receive an error message when validating a T number, please contact Procurement Services at 479-968-0269.
3. Click on Vendor Validate button: [Vendor Validate button]
 - a. The following information should automatically fill in
 - i. Address Key
 - ii. Address Sequence *Note*
 - iii. Chart of Accounts – (Required Field)
 - iv. Organization – (Required Field)
 - v. Attention To*Note* - Vendor Address will default as sequence 1. To view vendor's alternative addresses, change the sequence number and click the Vendor Validate button. [Vendor Validate button]
 - b. The following information will automatically fill in if data is in the Banner Finance System
 - i. Vendor Contact
 - ii. Vendor E-mail
 - iii. Requestor Name
 - iv. Requestor E-Mail
 - v. Phone Information
 - vi. Fax Information
4. Disregard the Comments field. | Comments [Empty field]
If Travel Services needs the information enter it in the Document Text.
5. To enter Document Text see next section

Requisition Form - Document Text:

Vendor ID	<input type="text"/>	<input type="button" value="Vendor Validate"/>	
Address Type	<input type="text"/>	Address Sequence	<input type="text"/>
Vendor Contact	<input type="text"/>	Vendor E-mail	<input type="text"/>
Requestor Name	<input type="text"/>		
Requestor E-mail	<input type="text"/>		
Phone Area	<input type="text"/>	Phone	<input type="text"/>
FAX Area	<input type="text"/>	FAX Number	<input type="text"/>
Chart of Accounts	<input type="text"/>	Organization	<input type="text"/>
Currency Code	<input type="text" value="None"/>	Discount Code	<input type="text" value="None"/>
Ship Code	<input type="text"/>	Attention To	<input type="text"/>
Comments	<input type="text"/>		<input type="text" value="Document Text"/>

1. Click [Document Text](#). A pop out window will appear like the one below.

Document/Commodity Text

Enter Document Text, Print:

Enter Document Text, No Print:

[\[Exit document/item text page \]](#)

2. Key Text in top box only.

- a. Data that must be included here is as follows:
 - i. Who: *Traveler Name*
 - ii. When: *Date of Travel*
 - iii. Where: *Destination Information (city, state) etc.*
 - iv. Why: *Why the trip is taking place.*
 - v. Itemized trip cost: *Meals, Lodging, Parking, Taxi, etc.*

3. Click on Save button:

**See various samples of document
text on page 14.**

Requisition Form - Commodity:

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	<input type="text" value="704100"/>		None	<input type="text" value="1"/>			
2			None				
3			None				
4			None				
5			None				

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

- Key **704100** in the Commodity Code. The words "Travel Encumbrance" will populate the Commodity Description Field.

•

- Key "1" in Quantity: *Required*

- Key in Unit Price: This will be the entire cost of the trip.
 - Must have decimal point if cents are included
 - Do not Key dollar signs (\$) or commas (,)

- : -Do not use this field.

- : -Do not use this field.

- Click on Commodity Validate button:

- The Calculated Commodity Amounts will fill in automatically

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

Requisition Form – Accounting – Percent – Index:

☐ Dollars
 ☒ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template
☐ Shared

704100

When the Percents radial button is selected, the total Percent amount of the commodities listed above must equal the total Percent amount listed in the Accounting Column.

- Click the Percent radial button
- Key "T" in the Chart of Accounts Code in the field Chart *Required*
- Key Index Code in the field Index
(To search for code go to Lookup Section)
- Click Validate button
 - An error Message will appear Total of Accounting percents does not equal 100
 - Scroll back down to Accounting Section
 - This will populate the Fund, Org and Program
 - Index Code will no longer be displayed
- Key 704100 in the Account Account *Required*
- Key in Percent Amount in Accounting Field Accounting *Required*
 - Total of Accounting Column must equal 100
- Repeat Steps 2-6 until all accounting has been entered
- Click Validate button again
- The message at the top of the form should read:

☒ Document Validated with no errors

10. Double check the Requisition once more for errors. Remember that once complete, ***Requisitions cannot be changed.*** Click Document Complete

Complete

Requisition Form - Accounting - Dollars - Index:

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template

☐ Shared

When the Dollars radial button is selected, the total dollar amount of the commodities listed above must equal the total dollar amount listed in the Accounting Column.

1. Click the Dollar radial button
2. Key "T" in the Chart of Accounts Code in the field Chart *Required*
3. Key Index Code in the field Index. The Index is a shortcut to the entire FOAP(Fund Organization Account Program) that specifies the funds being used for the requisition. Example: AFPURC is the Index for Procurement.
(To search for code go to Lookup Section)
4. Click Validate button
 - An error Message will appear Total of Accounting percents does not equal 100
 - Scroll back down to Accounting Section
 - This will populate the Fund, Org and Program
 - Index Code will no longer be displayed
5. Key 704100 in the Account field Account *Required*
6. Key in Dollar Amount in Accounting Field Accounting *Required*
 - Total of Accounting Column must equal Net Amount

7. Repeat Steps 2-6 until all accounting has been entered

8. Click Validate button again

9. The message at the top of the form should read:

☒ Document Validated with no errors

10. Double check the Requisition once more for errors. Remember that once complete, ***Requisitions cannot be changed.*** Click Document Complete

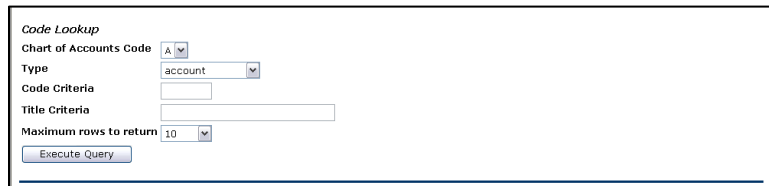
Complete

After the Document Complete button has been clicked, the page will reload and the requisition number will appear at the top of page.

Code Lookup Instructions

Code Look-Up is located at the bottom of the form. It allows you to search for a many things, including indexes, ship to addresses, and vendors. There are two ways to search, by code or by title

This is case sensitive. Always capitalize the first letter of names.

A screenshot of a web form titled "Code Lookup". It contains several fields: "Chart of Accounts Code" with a dropdown menu showing "A"; "Type" with a dropdown menu showing "account"; "Code Criteria" with a text input field; "Title Criteria" with a text input field; and "Maximum rows to return" with a dropdown menu showing "10". At the bottom of the form is a button labeled "Execute Query".

To search by Title, used when you only know part of the name:

1. Select "T" Chart of Accounts Code from pull down menu: Chart of Accounts Code
2. Select Key from pull down menu: Type
3. Key in part of the Title followed by a %. If no part is known then Key %.

Code Criteria

- Note: (%) is called a Wildcard

4. Select the Maximum Rows to Return from Pull-down Menu

Maximum rows to return

- Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu

5. Click Execute Query button:

Results will appear at the top of the form. Make note of Code and scroll down to enter.

Example Requisition for Individual Traveler Reimbursement

Transaction Date 23 FEB 2017

Delivery Date 31 MAR 2017

Vendor ID T00016925 **Vendor Validate**

Address Type RA Address Sequence 1

Vendor Contact Vendor E-mail

Vendor Name Warren, Jennifer K.

Vendor Address Purchasing Department
Young Bldg
203 W O St
Russellville AR 72801-2222 United States of America

Fax Number

Requestor Name Jennifer Warren

Requestor E-mail jwarren2@atu.edu

Area Code Phone Number Extension

Requestor Phone 479 9640583 3552

Requestor Fax

Chart of Accounts T Organization 370000

Currency Code USD Discount Code None Tax Group STU

Ship Code PURC Attention To Jennifer Warren

Comments

[Document Text](#)

Document/Commodity Text

Enter Document Text, Print:

Jennifer Warren
Travel Expenses for ABC Procurement Conference
March 31-April 4, 2017
Chicago, IL
Meals \$292.27
Lodging \$882.85
Parking \$54.50
Taxi \$60
In state travel to and from airport \$73.92

Enter Document Text, No Print:

Save

[\[Exit document/item text page \]](#)

Select first day of travel for delivery date.

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount Amount	Additional Amount
1	704100	Travel Encumbrance	LOT	NO	1	1363.54		
2			None	None				
3			None	None				
4			None	None				
5			None	None				

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1	1,363.54				1,363.54
2					
3					
4					
5					
Totals	1,363.54	0.00	0.00	0.00	1,363.54

☐ Dollars ☒ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	T		110000	370000	704100	250000			100
2									
3									
4									
5									

Save as Template

☐ Shared

Validate

Complete

Save In Process

Sample Document Text

Individual Conference Travel

Document/Commodity Text

Enter Document Text, Print:

Jennifer Warren
Travel Expenses for ABC Procurement Conference
March 31-April 4, 2017
Chicago, IL
Meals \$292.27
Lodging \$882.85
Parking \$54.50
Taxi \$60
In state travel to and from airport \$73.92

Mileage Reimbursement

Enter Document Text, Print:

Personal vehicle mileage for Jane Smith to travel to
surrounding areas to conduct business on behalf of ATU-
Ozark campus from 3/1/16-3/31/16
280 miles x .42 = \$117.40

Rental Car

Enter Document Text, Print:

Jane Smith
Rental Car
Feb. 13-16
Pick up keys: Feb 11th at 10 a.m.
Drop off: Feb 16 at 5 p.m.
Pine Bluff, West Memphis, West Helena, Forrest City
Procurement Vendor Events
Contact Number: 479-960-1263

Airfare charged to TCard

Enter Document Text, Print:

Airfare for Joe Smith to travel from Little Rock, AR to San Antonio, TX
Feb 27, 2017 to March 4, 2017
for ABC Procurement Convention
Cost: 431.60

Ship To Codes

Ship Code	Department
VIPR	Accademic Affairs
ACCT	Accounting Dept
ACTG	Accounting Office
ADVI	Advising/Registration Center
ART	Art Department
AGRI	Agricultural Dept.
ALUM	Alumni Office
DIRC	Athletic Director
BAND	Band and Choir
BSBM	Baseball Office
BEHV	Behaviorial Science Dept.
BIOS	Biological Science Dept.
BRDT	Board of Trustees
BKST	Bookstore
RLBR	Brown Hall
BDGT	Budget Office
BUAD	Business & Economincs
CPPL	Career Planning & Placement
CNTR	Center for Teaching & Learning
FOOD	Chambers Cafeteria
CSPL	College Student Personnel
COMS	Computer & Info Science
COSV	Office of Information Systems
CONT	Controller's Office
COUN	Counseling Center
CNLL	Center for Leadership & Learning
CURR	Curriculum Instruction
PSFT	Department of Public Safety
DVVP	Development Office
DISB	Disablilty Services
ELEG	Electrical Engineering
EAMT	Emergency Admin & Mgt
ENGL	English Dept.
FTBM	Football
FGNL	Foreign Language Dept.
GSDN	Graduate Studies
HLPE	Health & Physical Education
HRES	Human Resource
INMU	International Studies

LEGL	Legal Counsel
MATH	Mathematics Dept
MCEG	Mechanical Engineering
BKTM	Men's Basketball
GLFM	Men's Golf
MUSC	Music Dept
NEWS	News Bureau
NURS	Nursing Dept.
OZARK	Ozark Campus
RLPA	Paine Hall
PRHO	Parks Recreation Hospitality
PLANT	Physical Plant
PHSC	Physical Science Dept
BKPO	Post Office
PRES	President's Office
PBRL	Public Relations
PURC	Purchasing Dept.
KXRJ	Radio Station
REGR	Registrars Office
RLDR	Residence Life
STJN	Speech Theater Journalism
INFO	Sports Information Director
STAC	Student Accounts Office
FINA	Student Financial Aid
HLTH	Student Health Services
STSV	Student Services Admin.
RLNU	Nutt Hall
TEST	Testing Center Operations
RLTU	Turner Hall
TV6	TV Station
UPBD	Upward Bound Math & Science
VPAF	VP Administration & Finance
VPST	VP Student Services
WARE	Warehouse
BKTW	Women's Basketball
CRCW	Women's Cross Country
GLFW	Women's Golf
SFTW	Women's Softball
TENW	Women's Tennis
VOLW	Women's Volleyball
ATCC	Area Technical Career Center
ARKA	Speech Theater

ADSV	Admin Services
Chaffee	Air Conditioning & Refridg
CMATCH	
CONST	Construction
CUST	Custodial
DEAN	College of Business
EDUC	College of Education
ELI	English Language
ETCH	Technology Center
FADV	
LIBG	
MUSG	Museum
NHDEAN	Biological Science Dept.
TRAIN	Sports Medicine
VETS	Veteran Services

ATU Requisition Entry Quick Reference Guide

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

Procurement Requisition	Travel Requisition
Entered for goods and services needed for departmental operations.	Entered for expenses related to University travel.
Commodity code is <i>never</i> used.	Requires <i>commodity code</i> 704100
Multiple lines of commodity descriptions are entered. If you have a quote from a vendor, you must itemize the requisition using the quote as a guide. In other words, make it a line-for-line match to your quote.	One line of commodity description per requisition.
Multiple account codes are entered to describe goods or services being requested.	Details of request are entered in document text.
Document Text should contain information pertaining to the entire requisition, not one particular item. Examples are quote numbers, contract numbers, or notes to Procurement.	One <i>account code</i> is used-704100
Item Text should contain information for that particular item (make/model, product/item numbers, information that does not fit on the description line.)	Do not use symbols such as @, #, %, &, /, -.
Do not use symbols such as @, #, %, &, /, -.	

Rental Car Reservation Procedures for individual TCard and Departmental TCard Rentals. If you wish to use the ATU Ghost Card, you must contact travel@atu.edu for rental instructions.

Rental cars fees should be placed on an ATU travel card. This can be done by either using an individual card, departmental card or the ATU ghost card. These instructions are for the use of the individual Tcard or departmental TCard only. Regardless of which type of TCard is used arequisition must be entered and PO received prior to the car being reserved.

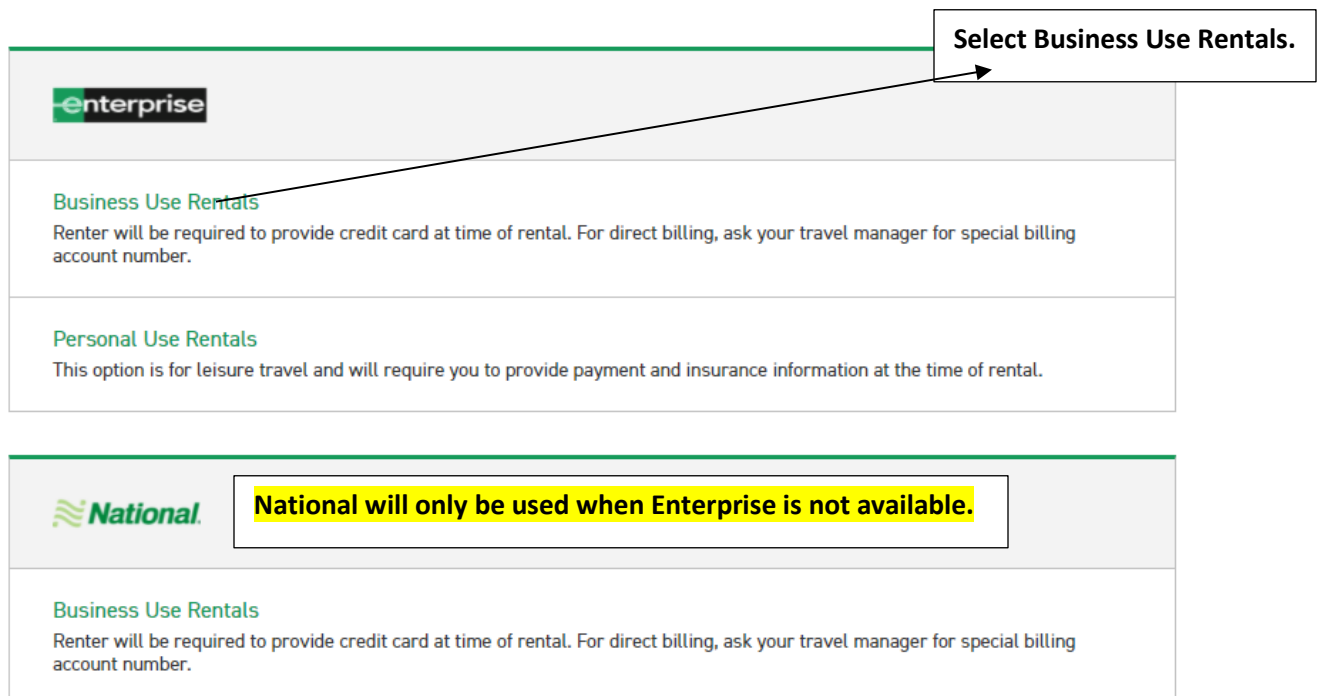
1. Approval must be obtained from the Travel Administrator prior to reserving a rental car. Please emailthe following information to travel@atu.edu to initiate the approval process.

To allow for efficient processing of your request the subject of email should include: **Name of traveler, date of travel, and the words "Car Rental Request"**

1. **When: Dates of pickup time and drop off time**
2. **Who: Name of Driver**
3. **Where: Location of travel (city, state)**
4. **Why: Reason for travel**
5. **Contact number of driver**
6. **Type of vehicle needed: Car, Van, or SUV.**

Once approval is received, please make a requisition to Bank of America (T01007859) for the car rental amount. Instructions on requisition entry can be found [here](#). A departmental PO will be received in your inbox once the requisition has been approved ad processed. This PO number is required when booking your car online. (See step 7.)

2. Access the Enterprise/ATU website at <https://elink.enterprise.com/en/21/05/arkansas-tech-univ.html>



enterprise

Business Use Rentals
Renter will be required to provide credit card at time of rental. For direct billing, ask your travel manager for special billing account number.

Personal Use Rentals
This option is for leisure travel and will require you to provide payment and insurance information at the time of rental.

National

National will only be used when Enterprise is not available.

Business Use Rentals
Renter will be required to provide credit card at time of rental. For direct billing, ask your travel manager for special billing account number.

3. Scroll down and complete the following fields. The Location, Renter Age, Corporate Account, and reimbursement rate are pre-loaded. Click Check Availability to display available vehicles.

RESERVE A VEHICLE OR [VIEW / MODIFY / CANCEL RESERVATION](#)

1 **PICK-UP & RETURN LOCATION** (ZIP, City or Airport) * * Required Field

Russellville Sorells Body Shop ×

☐ Return to a different location ⓘ

2 **PICK-UP *** **RETURN ***

10 Jun 2021 12 :00 PM → 11 Jun 2021 12 :00 PM

RENTER AGE POLICY *

25+ ▼

CORPORATE ACCOUNT NUMBER OR PROMOTION CODE ⓘ

ARKANSAS TECH UNIV-NASPO X

VEHICLE CLASS ⓘ

All Vehicles ➤

☐ I'm booking on behalf of someone else

☒ Compare Rental vs. Reimbursement Cost

TRAVEL DISTANCE (Miles) * **COST OF FUEL** (Per Gallon) *


\$

REIMBURSEMENT RATE (Per Mile) *

\$0.42

CHECK AVAILABILITY

4. Scroll down on the next page of available rentals and click select on Standard.



Standard
Volkswagen Jetta or similar
Automatic 5 People 3 Bags

[FEATURES & PRICE DETAILS](#)

PAY LATER

\$35.10 per day	\$44.09 total
--------------------	------------------

SELECT

CUSTOM RATE


✔ Less than reimbursement by **\$56.39** ▼

Notice the rental is less reimbursement by \$56.39 making the rental the least expensive option between rental and personal mileage reimbursement. Reminder: You must always go with the least expensive option.

5. Click Continue to Review.

Your Selected Vehicle

Standard
Volkswagen Jetta



[MODIFY](#)

Insurance And Other Protection Products

Damage Waiver	Included with reservation	✓ DETAILS	✓ INCLUDED
---------------	---------------------------	---------------------------	----------------------------

Equipment

Sirius XM®	\$ 5.99 / day (\$ 49.98 max)	✓ DETAILS	+ ADD
Greenhouse Gas Emissions Offset	\$ 1.25 / rental	✓ DETAILS	+ ADD

[CONTINUE TO REVIEW](#)

6. On this page you will complete your reservation by entering information and making the required selections.

Contact Details

First Name *

Last Name *

Phone Number *

 +1

Email Address *

name@domain.com

Would you like to receive SMS notifications from Enterprise about this rental?

☒ Yes, I would like to receive text messages about this rental to the phone number on this reservation

☐ No

By selecting "Yes" above, message and data rates may apply. Message frequency varies and depends on the activity. For more information, please review our [Privacy Policy](#) and [SMS Terms](#). If you choose not to receive text messages, you can opt out at any time.

☐ Sign up for Enterprise Email Specials

By selecting this box, you would like to receive email promotions, surveys and offers from Enterprise Rent-A-Car. We will produce content & ads tailored to your interests. Please understand that there is no charge and that you can unsubscribe at any time. Please consult our [Privacy Policy](#) and our [Cookie Policy](#) to find out more.

Confirm Trip Purpose

Your account is associated with ARKANSAS TECH UNIV-NASPO. Are you traveling on behalf of ARKANSAS TECH UNIV-NASPO?

☒ Yes

☐ No

7. Select “No” on the billing section as this will not be charged to the ATU Ghost Card and complete the Additional Details section with the mandatory PO number and traveler’s T number.

Billing

I am authorized for billing privileges and am choosing to bill **ARKANSAS TECH UNIV-NASPO** for this rental.

☐ Yes

☒ No

Additional Details

PO Number *

PO Number

Arkansas Tech ID Number (T IDNumber) *

Arkansas Tech ID Number (T IDNumber)

8. Select your preferred option from the Save Time At The Counter section and click Reserve Now to complete the booking.

Save Time At The Counter

Provide more rental details and spend less time at the counter.

- You won't be charged right now
- You can cancel at any time
- It should only take a couple of minutes

Would you like to save time at the counter?

☒ Yes, I'd like to save time

☐ No, I'll provide my information at the counter

① LOOKUP YOUR DETAILS → ② VERIFY / COMPLETE YOUR DET.

DRIVER'S LICENSE

Issuing Country *

United States

Issuing Authority *

Select

Driver's License Number *

NEXT

Your information will be submitted over a secure connection.

Complete Your Booking

You will be charged when you pick up your rental.

RESERVE NOW

Once clicking Reserve Now your booking is complete! Remember to retain a detailed rental receipt for submission with your individual or TCard log.



Cardholder TCard Quick Reference Guide

Check your transactions and download your monthly statement
at [BOA Global Card Access](#).

Do

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

Don't

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

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