Travel Policy	Procedure Number	321
	Effective Date	May 13, 2024

1.0 PURPOSE

UA-PTC recognizes that travel is sometimes necessary and/or desirable to help the college achieve its mission. The purpose of this policy is to prescribe the rules, forms and procedures for requesting, approving, executing, reporting, receipting, and paying for UA-PTC sponsored travel events. This policy and all associated travel procedures are modeled to ensure the college remains in compliance with laws and regulations issued by the United States Federal Government and the State of Arkansas as governed by the Arkansas Department of Finance and Administration.

2.0 REVISION HISTORY

Adopted on:
Revised on: March 27, 2024

3.0 PERSONS AFFECTED

All UA-PTC officers, faculty, staff, students, and other persons who are authorized to carry out official duties for the college.

4.0 DEFINITIONS

Expense Report – Travel reimbursement request form to be used for all reimbursable travel–related expenses in Workday.
Incidental Expenses - Fees and tips given to porters, baggage carriers, and hotel staff.
ME&I - Meal expenses and incidentals.
Meals - Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage, entertainment expenses, and any expenses incurred for other persons).
Miscellaneous Expenses – Expenses that are necessary, with adequate justification, to the performance of official duties, for example WIFI.
Official Guest(s) – Invited persons or groups whose activities or services benefit the college.
Official Station - The geographic location or 'address' where the employee normally reports for duty and/or spends much of his/her productive time that is designated as such by UA-PTC.
Per Diem – A daily rate used in conjunction with meal and lodging expenses.
Residence - The city or town in which the individual has an abode or dwelling place.
Spend Authorization (SA) – Travel request, approval, and authorization for all travel required for approval to travel in Workday. This occurs before the trip is set to occur.
TR-1 - Travel reimbursement request form to be used for all reimbursable travel related expenses if not able to complete Expense Report in Workday
Travel - Events achieved by plane, train, bus, taxi, private vehicles, private aircraft, rental vehicles, or state-owned vehicles.
Travel Advance – Currency given to a traveler or college employee accompanying students on college–related trip prior to departure to decrease the burden on the traveler to cover out–of–pocket costs associated with a travel event.

5.0 PROCEDURE

1. AUTHORITY & GENERAL RULES

A. It is not feasible for the Chancellor to act as sole Travel Administrator for the college. Therefore, in accordance with ACA 19-4-902, the Chancellor designates the following titles as institutional Travel Administrators: Travel Coordinator, Director of Procurement, and Vice Chancellor for Finance.

B. All travel related events are to be coordinated through Procurement by the Travel Coordinator or other designee for those employees who do not have their own UAPTC issued Travel Card. For employees with a Travel Card, you will coordinate your travel with assistance from the Travel Coordinator.
C. Procurement is responsible for creating and maintaining an official Travel Procedure and providing all necessary training. The Travel Procedure and Training manual can be found on the Procurement Services page on the UAPTC website.
D. Formal travel training will be provided annually during Professional Development week, upon receipt of a newly issued Travel Card, periodically throughout the year, and required yearly for all T-Card holders.
E. All students who travel must sign a Waiver and Release form. If the student is under age 18, the student's parent or guardian must sign a Waiver and Release form. Signed forms must be turned into Procurement prior to departure.
F. In accordance with ACA 19-4-904, the limitations of rules placing limits on meals and lodging expenses shall not be applicable to constitutional or elective officials and their employees, or any official guests of the college.
G. The UA-PTC Travel Card must not be used to cover any personal expenses.
H. All travelers will be held financially responsible including having paycheck reduced for abuse of any of the provisions within this policy.
I. Any questions concerning this policy should be directed to one of the three designated Travel Administrators including the Travel Coordinator, Director of Procurement, and Vice Chancellor for Finance. Any questions should begin with the Travel Coordinator.

2. TRAVEL AUTHORIZATIONS

A. All official UA-PTC sponsored travel events require prior review and approval from supervisor or dean, vice chancellor and chancellor.
B. All academic department travel requires additional approval by the respective supervisor and/or dean of the department, vice chancellor and chancellor.
C. All travel paid for by grant funds requires approval by the grants manager, supervisor and vice chancellor.
D. The correct process for obtaining the aforementioned approvals is provided in the Travel Procedure and complete through a Spend Authorization in Workday. Steps are as follows:
   - Employee determines the need for travel.
   - Information is gathered such as dates, agenda, and all means of needed travel to and from.
   - Employee enters a Spend Authorization at least 30 days in advance of travel to ensure adequate timing and preparation listing all travel estimates such as mileage, airfare, hotel, meals, parking, baggage etc.
   - Based on the cost center used, the Spend Authorization moves through the approval tracks in Workday. Final approval is the Director of Procurement.
   - Only after the Spend Authorization is completed and approved can the traveler or Travel Coordinator begin booking travel arrangements. The approved Spend Authorization is the authorization to travel using these funds. An approved Spend Authorization is required for booking any travel and completing the travel process.

3. CONFERENCE REGISTRATION

A. Conference registration is considered a pre-paid expense and should, when practical, be purchased with the UA-PTC Travel Card. It is encouraged to be mindful of early bird discounts in order to ensure lower registration fees when possible.
B. Conference registration may be purchased on a departmental P-Card if it is advantageous to do so.
C. All conference registrations requires prior authorization through a Spend Authorization.
D. Specific conference registration procedures are provided in the Travel Procedure.

4. AIRFARE & BAGGAGE

A. Airfare is considered a pre-paid expense and is to be purchased on the UA-PTC Travel Card.
B. Main or Economy tickets must be used, except in those instances where first-class tickets are more economical for the institution. Any first-class ticket purchases must have detailed written justification and approval by a Travel Administrator.

C. If a traveler chooses to drive their personal vehicle over flying, mileage reimbursement will be the lesser of the established airfare, the rate of private car mileage, or the rate of renting a vehicle on the state contract. The Arkansas DF&A Trip Optimizer must be used to determine the rate of private car mileage and rental vehicle cost in those instances.
D. Commercial airline tickets should be purchased 14 days prior to travel, if possible. All airline tickets purchased less than 14 days in advance must be justified to and approved by the Chancellor in writing prior to the purchase of the airline ticket.
E. One checked bag is considered a reimbursable expense. The cost of one checked bag may be charged using the T-Card. Receipts must be submitted with monthly reconciliation. Additional or overweight bags will not be allowed unless justified to and approved by the Chancellor prior to travel.

5. LODGING

A. Lodging is considered a pre-paid expense and is to be purchased on the UA-PTC Travel Card.
B. The maximum nightly lodging allowance will be limited to the federal per diem rate for both in-state and out-of-state travel. The federal per diem rate is calculated based on where the hotel is located (county and state) and can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates.
C. Room taxes are not to be included in the room cost when determining if it falls within the maximum federal per diem rate. Federal Travel Regulation only allows a federal per diem rate to be exceeded by the room tax amount.
D. Lodging costs that exceed the rates listed in the Federal Travel Directory by more than room tax shall not be paid without justification provided in the Spend Authorization and must include a reason as to why it was in the best interest of the college to exceed the standard per diem rate.
E. If the room is occupied by more than one person, the single rate must be noted on the receipt. Double occupancy rates will not be paid, unless room-sharing has been authorized for the event.
F. Faculty and staff members cannot share rooms with students.
G. Communication expenses, such as local telephone calls and internet, shall be allowed only when necessary for the transaction of official business. Communication expenses will be authorized on the Travel Card with proper justification and prior approval from a Travel Administrator. Reimbursement for such expenses will not be allowed without written justification and prior approval by a Travel Administrator.

6. GROUND TRANSPORTATION, RENTAL VEHICLES, MILEAGE & PARKING

A. Ground transportation is considered a reimbursable expense.
B. Receipts for ground transportation are required and must be submitted with the Expense report for reimbursement.
C. Ground transportation is only authorized between the airport and place of lodging, or between the conference location and place of lodging. All other fares will be considered personal use and are not eligible for reimbursement.
D. Rental vehicles are considered a pre-paid expense and are to be purchased on the UA-PTC Travel Card.
E. If a rental vehicle is used, the driver is authorized to be reimbursed for fuel only and no mileage, if applicable.
F. Vehicle rentals for all out-of-state travel destinations must be justified and pre-approved by a Travel Administrator. Justification must include a clear cost savings to the college over utilizing other forms of ground transportation.
G. If traveling out of state, travelers are required to use the Arkansas DF&A Trip Optimizer when determining if it is more economically advantageous to rent a vehicle or use their private vehicle. If the Trip Optimizer determines it would cost less to rent a vehicle, the traveler may still use their private vehicle, but can only claim mileage reimbursement up to what it would have cost for a rental vehicle. Fuel reimbursement is never allowed for private vehicle usage. Mileage will be claimed on Spend Authorization and Expense Report.
H. The requirement for using the Trip Optimizer only applies to overnight travel events.
I. Students are never allowed to ride in an employee's private vehicle.
J. Vehicle usage and mileage reimbursement that is not associated with overnight travel is governed by UA-PTC AR 3.22.
K. Currently, there is a mandatory state contract for state agency rental vehicle spending. Only rental vehicle vendors listed on the state contract will be used. If a statewide contract is not in force when travel occurs,

vendors are to be selected based on the lowest available rates. A Travel Administrator must be contacted for prior authorization of rental vehicle spending, even in emergency situations.

L. Parking is considered a reimbursable expense, except authorized parking at a lodging facility.
M. Parking subject to reimbursement is automatically authorized at the airport the traveler is departing from. All other parking requires prior authorization, in writing, by a Travel Administrator.
N. Authorized parking reimbursements require a receipt, which must be turned in with the Expense Report.
O. Authorized parking at a lodging facility is to be paid for with the UA-PTC Travel Card.

7. MEALS & INCIDENTALS (ME&I)

A. Meals are considered a reimbursable expense.
B. The UA-PTC Travel Card may not be used to pay for any individual's meals, except those which are included in conference registration fees.
C. Itemized receipts for meals are required and must be submitted with the Expense report for reimbursement. However, it is understandable that, in some cases, a traveler may lose an itemized receipt, or a restaurant may not provide one. In such cases, a Travel Administrator may, at their discretion, allow a meal receipt that is not itemized so long as the traveler affirms, in writing, that no alcoholic beverage costs were included in the purchase. The said affirmation must be submitted with the Expense Report.
D. Meal reimbursement is allowed only in connection with overnight travel, whether in-state or out-of- state, unless 'special authorization' under ACA 19-4-903(a)(2) is given in writing by the Chancellor. Any special authorization must include an explanation of how the meal reimbursement is advantageous to the college.
E. Meal reimbursement is not allowed within the city or town of the employee's official station unless approved by the Chancellor, in writing, as a 'special authorization' under ACA 19-4-903(a)(2). Any special authorization must include an explanation of how the meal reimbursement is advantageous to the college.
F. The maximum daily allowance for meal per diem is prescribed by the Federal Travel Regulation and is based on the destination's county and state. All maximum allowances include sales tax and up to 15% gratuity as provided in ACA 19-4-904 (b).
G. Meal reimbursement is limited to 75% of the maximum daily allowance on the first and last days of travel. If travel covers only two days, the traveler will receive only 75% for each day.
H. Meal reimbursement is for actual expenses, up to the maximum daily allowance. Meals included in the cost of conference registration are not eligible for reimbursement and must be deducted from the maximum daily allowance. Monetary values for breakfast, lunch and dinner are dictated by the Federal Travel Regulation, should any of those meals need to be deducted. The values used for each specific meal are only to be used for deducting the associated costs and not to restrict the reimbursable amount for a receipted meal.
I. Alcoholic beverages are strictly prohibited from reimbursement. It is preferred for alcoholic beverages to be receipted separately from meals, whenever possible. Receipts that include alcohol must be reconciled by removing both the cost of the beverage and any applicable taxes.
J. Travelers may share meals. In cases when there is only one receipt for multiple travelers, the receipt may be copied to reconcile which employees will be reimbursed for their portion of the meal. One employee shall not be reimbursed for the expenses of another employee.
K. Under no circumstance should the maximum daily federal per diem allowance for meals be exceeded.
L. Incidentals expenses are specifically defined and are not to be used for meal tips or miscellaneous expenses. Incidental expenses must be listed separately and explained on the Expense Report. The Federal Travel Directory dictates the daily maximum for incidental expenses, and no receipts are required.

8. TRAVEL ADVANCES

A. Travel advances must be requested during the Spend Authorization process.
B. If you are requesting a travel advance the reimbursable expense amount must be split in half and you must enter each half for each reimbursable expense of which you are requesting a travel advance. Click the travel advance box only one time on one of the entries of each type of reimbursable expense, not both of the entries.
C. The Promissory Note is required for requesting a travel advance. https://uaptc.edu/procurement/forms-and-processes
D. Authorized travel advances will be made available to the traveler at least 3-7 business days prior to departure and must be picked up in-person at the Cashier's window. Photo identification is required.

E. Faculty and staff travel advances are limited to 50% of anticipated reimbursable expenses, which include the estimated costs for ME&I, baggage and ground transportation.
F. Student travel advances are limited to 90% of anticipated reimbursable expenses, which include the estimated costs for ME&I, baggage and ground transportation.
G. All travelers who obtain a travel advance must complete and submit an Expense Report in Workday within fifteen (15) business days of returning to their official station.
H. All travel advance money that is not covered by a reimbursable travel expense is to be repaid to the college immediately upon Expense Report submittal.
I. If the traveler is no longer employed by, or a student of, UA-PTC and the travel advance has not been repaid by the borrower, the debt will be forwarded to the appropriate department for collection or result in payroll deduction per signed Promissory Note.
J. Student's travel advances are requested on the faculty or staff's Spend Authorization and will go to the accompanying faculty or staff member attending the trip and dispersed to students as needed. All itemized receipts are collected by the faculty or staff member and submitted with the Expense Report upon return.
K. If the travel advance is not paid back within 45 days, the amount owed will be deducted from the employee's paycheck.

9. TRAVEL REIMBURSEMENTS

A. All travel, for which reimbursements by the college is expected, must be approved prior to the proposed travel and is subject to the requirement of a Spend Authorization.
B. Unauthorized travel will not be reimbursed.
C. Travelers who received a travel advance must complete and submit an Expense report within fifteen (15) business days of returning to their official station. All travel advance money that is not covered by a reimbursable travel expense is to be repaid to the college-immediately upon Expense Report submittal.
D. Travelers who do not receive a travel advance must complete and submit an Expense report within thirty (30) days of returning to their official station.
E. Expenses for personal entertainment, flowers, valet service, laundry, alcoholic beverages, cleaning, movies or other similar services are prohibited from reimbursement.
F. Communication expenses, such as local telephone calls, international cell phone access and internet, shall be allowed only when necessary for the transaction of official business All communication expenses require prior authorization. Reimbursement for such expenses will not be allowed without prior authorization and written justification by a Travel Administrator. Authorized communication expenses associated with lodging must be paid on the Travel Card.
G. Miscellaneous expenses, whether or not directly connected with a travel event (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties. Receipts are required.
H. Expenses for rental of space, decorations, entertainment or other arrangements in connection with banquets held solely for the benefit of employees are not reimbursable.
I. Local mileage reimbursements - - Local mileage should be completed monthly by an Expense Report in Workday. Utilizing college vehicles first is strongly recommended.
J. Official guests of the state are not always subject to the travel reimbursement process. In instances when UA-PTC authorizes payment of an official guest's travel related expenses by way of contract, the purchase order and invoicing method should be used. If a contract is not in place, the Expense report should be used.
K. The Chancellor may be reimbursed for his/her expenses for the purchase of meals for official guests. The expense(s) must be claimed as a miscellaneous expense, and a letter of explanation must be attached to the Expense report stating how the official guest(s) for whom the expenditure was made benefited the college.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	UA-PTC Policy Review	May 2024
Ratified by	UA-PTC College Council	May 10, 2024
Recommended by Chancellor (Signature)		May 10, 2024