

Travel Policies & Procedures

The University of Arkansas at Fort Smith is a public institution. Therefore, all expense records, regardless of funding source, are open to the public under the [Freedom of Information Act \(FOIA\)](#). Travel expenses must be reasonable, necessary to accomplish the university's mission, and demonstrate a benefit to UAFS as an institution of higher education for the State of Arkansas.

Expenses are also subject to annual review by Arkansas Legislative Audit. Nothing in this policy is intended to supersede Arkansas Law or regulation. All travel must be approved prior to travel commencing.

The Travel Office is here to assist departments and travelers with the necessary information and forms, and to ensure compliance with state travel regulations and rules. Contact Melissa Brown melissa.brown@uafs.edu, ext. 7059.

Definitions

Travel Status: A university employee is considered to be in travel status when a spend authorization has been submitted and approved through Workday, and the employee is in travel mode outside of their official station.

Official Station: This is the geographic location or address where the work activities of the employee's position of record are based. An employee's "residence" shall be the city or town in which the individual lives. An employee whose resident city is a location other than their official station shall not be allowed mileage to travel between them except as provided under Special Authorizations.

Spend Authorization: Form in Workday (submitted before the trip) that is used to acquire pre-authorization for travel and expenses **prior to them being incurred**. The spend authorization request describes the purpose of the trip, start and end dates, and all anticipated expenses that are to be charged to the approved cost center/worktags. This includes prepaid expenses using the Travel Card and any estimated reimbursable expenses to the employee.

Expense Report: Form in Workday (submitted after the trip) that is used to account for all expenses, including Travel Card transactions and reimbursements to the traveler.

Incidental Expenses: Examples include baggage fees, parking, tolls, internet charges, and other necessary expenses for official business purposes.

Travel Card (TCARD)

The Travel Card is a MasterCard issued by Bank of America. The Travel Card provides employees a safe, effective, and convenient method to pay for expenses incidental to their official university-related travel.

The Travel Card should never be used to pay the travel expenses of another employee. Personal charges not related to a business trip are strictly forbidden. Improper use of the Travel Card may result in consequences ranging from suspension of card to termination of employment, and in the event of fraudulent use, possible criminal prosecution.

The Travel Office also maintains a university Ghost Card. This is a virtual travel card administered by the UAFS Travel Manager to make payments on behalf of employees who do not have their own Travel Card.

Who can have a Travel Card?

Any employee who is authorized to travel on behalf of the university may request to have a Travel Card with supervisor approval.

What are the benefits of the Travel Card?

The Travel Card is the preferred method to pay for most travel expenses. The Travel Card:

- Reduces the financial burden on the traveler
- Integrates with Workday
- Eliminates the need for cash advances
- Does not affect the cardholder's personal credit
- Provides fraud protection
- Facilitates travel cancellation refunds to the university
- Convenient method for making reservations and booking within a department

UAFS supports two types of travel cards:

Administrative Travel Card (ADMN TCard)

The Administrative TCard is a travel card issued to a department, but in the name of an individual responsible for its safekeeping and proper usage. This individual would use the ADMN TCard to make purchases and reservations for approved university-related travel for their department. **The ADMN TCardholder must ensure card usage is tied to a spend authorization.**

The ADMN TCard allows for the purchase of airfare and registration for individuals traveling on behalf of UAFS. It is also allowed to arrange and book lodging (room and tax only). The traveler should be prepared to use personal funds to pay for any allowed incidentals and meals that will be claimed for reimbursement.

The person whose name is on the ADMN TCard is responsible for charges incurred. This includes notifying the Travel Office melissa.brown@uafs.edu when the ADMN TCard is used. Charges made by the Cardholder on behalf of another employee will need to be reassigned to the traveler to be included on the expense report. The Travel Office will need to know where to reassign the credit card transaction.

Can I use the ADMN TCard for vehicle rental?

No, do not use this card to book vehicle rentals for another individual. Use the **Business Use Rental** option and it will be charged to the university's Ghost Card account.

Employee Travel Card

Any employee who is approved to travel on behalf of the university may apply for an Employee TCard (also known as a sponsored travel card) with supervisor approval. The card is issued in the employee's name, but this does not affect an individual's personal credit in any manner. It allows for the purchase of airfare, registration, lodging, and vehicle rentals for an employee traveling on behalf of UAFS.

Meals for the employee are not allowed on the Employee Travel Card, unless the meals are related to student group travel.

This card is only to be used for valid UAFS travel where the trip is tied to a spend authorization.

Employees must be in travel status to use their Employee TCard.

How do I obtain a Travel Card?

An employee requesting a Travel Card must complete a **Create Request** task in Workday. A completed [Travel Card Application](#) must be uploaded as an attachment. The Travel Office loads this information into the Bank of America website.

Cardholder Responsibilities

Before receiving a new or renewed Travel Card, all employees are required to view a virtual training session and sign a [Cardholder Agreement](#) form before receiving their card.

Travel cards are not transferable. If an employee's card use is discontinued, the Travel Card must be sent to the Travel Office and they will cancel the card with the bank.

Bank of America will send out renewal cards one month before a card expires. **If a card has had no activity for 24 months, the card will not automatically renew.**

Cardholders are responsible for:

- The security of the card at all times
- Viewing virtual training (on demand) and signing the Cardholder Agreement PRIOR to issuance of a Travel Card.
- All charges on the card. It is the responsibility of every Cardholder to safeguard their card and card number against any unauthorized individuals within or outside of the university.
- Only using the Travel Card for university business that is associated with a spend authorization. No personal expenses may be charged to the Travel Card.
- Understanding that habitual or intentional misuse or abuse of the Travel Card may result in disciplinary action and card suspension.
- **Obtaining itemized paid receipts and turning those receipts into the person in their department responsible for processing expenses in the automated travel system.**
- Reporting a lost or stolen Travel Card immediately to the Travel Manager at 479-788-7059 and Bank of America at 1-888-449-2273.
- **NOTE: Prior to separation from the university, cardholders must surrender their Travel Card to the Travel Office.**

Allowable Purchases for Travel Card (for the Cardholder only)

- Airfare
- Conference registration fees
- Baggage fees
- Lodging
- **Meals related to student group travel.**
- Car rental
- Public transportation (taxi, Uber, shuttle, rail, etc.) **Note that gratuity for public transportation is not allowed.**
- Parking
- Membership fees may be paid in conjunction with a registration fee, but only if it is a requirement.
- Tolls
- Temporary international voice or data plan (for business use only) added to a personal cell phone

Non-Allowable Purchases for Travel Card

- **Employee meals**
- First class airline tickets or preferred seating and upgrades that add additional costs
- Personal purchases of any kind
- Alcohol
- Incidental hotel charges such as movies, safe fees
- Goods or services that should be purchased using the Procurement Card
- **Gratuity for public transportation**
- Tickets or fines associated with parking or travel violations

Why can't the Travel Card be used to pay for my meal? This is an Office of State Procurement mandate. Only meals related to student group travel are allowed. The Travel Office must request special permission and provide a justification.

Any unallowable expenses made on the Travel Card are owed to the university. The Cardholder must reimburse the university upon return from the trip or within 5 business days of being notified of the error.

Limits for Meals and Lodging

If claiming reimbursement for meals or lodging, please note that travel reimbursement is NOT a per diem and is to be claimed for actual expenses 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. 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 Special Authorization.

Special Authorization to Exceed Lodging: When adding lodging expenses to the expense report in Workday, the traveler is required to type the justification to exceed the per diem in the memo field under the itemization section.

Meals

- **Per state travel rules, meals on the Travel Card are only allowed when related to student group travel. RECEIPTS ARE REQUIRED.**
- Meals not related to student group travel must be paid for with personal funds and claimed for reimbursement.
- Receipts are not required to claim reimbursement for individual employee meals when using personal funds.
- Reimbursement for meals is allowed only in connection with overnight travel.
- Meal reimbursement is not a flat per diem and is to be claimed for actual expenses not to exceed the maximum allowable rates as listed in the Federal Travel Directory <http://www.gsa.gov>. These amounts include applicable sales tax and up to 15% tip reimbursement.
- Alcoholic beverages are not reimbursable.
- Purchasing a meal when the conference agenda shows the meal was provided and paid for as part of the registration fee is considered double dipping and is not allowed.

Lodging

Every effort should be made to obtain the best rates possible. Employees should always inquire about the availability of the government rate for lodging. The maximum daily allowance will be limited to the federal per diem rate depending on the location. A complete listing of all applicable cities can be obtained from the Federal Travel Directory website: <http://www.gsa.gov> published by the U.S. General Services Administration. Room taxes are not included in the federal per diem rate and may be claimed for reimbursement. Lodging costs that exceed the rates listed by more than room tax may not be paid without special authorization.

An itemized hotel receipt (including name of traveler, date(s) of occupancy, rate charged per room/night, and indication that the amount has been paid in full) is required to be submitted with the Expense Report.

If a traveler shares hotel expenses with one or more other travelers, each traveler must obtain a paid receipt showing their name and their paid portion of the lodging expense. **One state employee cannot pay for another state employee's travel expenses.**

Lodging ADMN TCard

The ADMN TCard may be used to book lodging. However, **the traveler must be prepared to present one of the following when checking in, or for final payment purposes upon checkout:**

1. A Credit Card Authorization form (provided by the hotel) authorizing the charges to be billed to the ADMN TCard (since the traveler will not be carrying this card)
2. The traveler's own Employee Travel Card
3. A personal credit card

Requesting to Travel (Spend Authorization)

As soon as travel is anticipated, a spend authorization must be submitted to allow sufficient time for approvals and processing. **Prior to departure, a spend authorization must be fully approved. It is not possible to backdate a Spend Authorization.**

The spend authorization must be fully approved in Workday before any fees are prepaid such as airfare or registration.

The spend authorization describes the purpose of the trip, start and end dates, and all anticipated expenses that are to be charged to the approved cost center/worktags. This includes prepaid expenses by the university and any estimated reimbursable expenses to the employee.

If no expenses are anticipated for the traveler, a spend authorization for \$0.01 will need to be entered to note that the employee is in travel status.

Reimbursements for Expenses Using Personal Funds

If personal funds are used, employees may be reimbursed for allowed travel expenses when required to travel away from their “official station” on university business. Within thirty (30) days after return of trip (but no more than 60 days), employees should submit an expense report in Workday. All required receipts should be attached. See IRS policy below.

Are my business travel expenses considered taxable income?

The university follows the rules for Accountable Plans according to the IRS. An accountable plan is an expense reimbursement arrangement that requires employees to substantiate expenses via an expense report and detailed receipts.

In order for travel reimbursements to be considered non-taxable, an employee must account for these expenses within 60 days of the last day of travel. If not accounted for within 60 days, the expenses will be reported as taxable income on the employee’s W-2 tax form. This policy has been implemented to meet the “reasonable period of time” in the IRS accountable plan.

Non-Allowable Expenses that Do Not Qualify for Reimbursement

- first class airfare
- preferred seating and upgrades that is an extra cost
- gratuity for bellhop, public transportation, hotel staff, etc.
- personal entertainment
- flowers
- valet service
- alcoholic beverages
- laundry
- mileage reimbursement for travel from residence to office (official station)
- mileage reimbursement for travel from residence to airport within official station (unless cost savings can be justified)
- interest on personal credit cards
- ATM fees
- expenses of family members
- hotel safe deposit box fees
- tickets or fines associated with parking or travel violations
- any meal where conference agenda shows meal was provided and paid for as part of registration fee

Transportation

Employees should use whichever form of transportation is the most cost effective to the university. Travel may be achieved by plane, train, bus, taxi, private vehicle, or rental car -- whichever method serves the requirements of the university most economically and advantageously.

Rental Cars

The administrative head or travel administrator shall authorize in writing, the use of rental vehicles only when it is more economical than taxi, airport shuttle, etc. The State of Arkansas has state contracts with two vehicle rental companies (Enterprise Holdings and Hertz Corporation) to offer reduced rates on rental vehicles.

- The rental contracts include damage waiver insurance coverage on business-use rentals. No additional purchase is necessary.
- Drivers must be 21 years of age.
- Drivers must be 25 years of age for 12-passenger vans.
- Drivers are required to show a valid driver's license when signing for rental vehicles.
- Rentals cannot exceed 30 days.
- In case of an accident, the traveler should contact Enterprise or Hertz and the Travel Office as soon as possible.
- 24-hour roadside assistance is provided.
- Contact the Travel Office x7059 if a rental is needed for any driver who is a non-university employee (excludes students).

Reserving a Rental with Hertz

- Call the local Hertz location (6709 South 28th Street, Fort Smith, tel. 479-649-0961) in order to get the state rental car discount
- Identify yourself as a UAFS employee
- UAFS has a direct billing account with Hertz (Fort Smith) and they will invoice us
- Drivers with an **Employee Travel Card** can also have the rental charged to their card

Reserving a Rental with Enterprise

Access the Enterprise online booking tool at the following link:

https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=UNARKFTS

If using Employee Travel Card to book your rental with Enterprise:

- Select **Business Use Rentals**
- Enter **Pick-Up Location**, **Pick-Up** date and **Return** date
- Select the type of vehicle (**Vehicle Class**)
- Enter **Contact Details**
- **Additional Details** - input your Workday **Employee ID** (example: @0XXXXXXX This is 9 digits total so please include the @0 in front of your Workday Employee ID.)
- **Billing** - answer **NO**, you are not authorized for billing privileges
- You will be required to provide your **Employee Travel Card** at the rental location
- Complete your booking by clicking **Reserve Now**

If charging to the university Ghost Card to book your rental with Enterprise:

- Select **Business Use Rentals**
- Enter **Pick-Up Location**, **Pick-Up** date and **Return** date
- Enter the **Corporate Account Number** (contact the Travel Office x7059 for this number)
- Select the type of vehicle (**Vehicle Class**)
- Enter **Contact Details**
- **Confirm Trip Purpose** by checking **Yes**
- **Billing** – answer **YES**, you are authorized for billing privileges
- **Additional Details** - input your Workday **Employee ID** (example: @0XXXXXXX This is 9 digits total so please include the @0 in front of your Workday Employee ID.) Complete your booking by clicking **Reserve Now**
- You will not need to show a credit card when the vehicle is picked up.

Fuel Cards (Gas Packs)

The Wright Express (WEX) state-issued fuel cards (gas packs) are reserved on a first-come, first-serve basis.

Please remember:

- A fully approved spend authorization must be on file.
- A Motor Vehicle Report (MVR) must be on file (see below).
- You must reserve the gas pack by contacting the Finance Office x7065.
- The traveler's name, department, trip location, business purpose of trip must be provided.
- **Please keep all receipts!** Expenses will be verified on the traveler's expense report.

- Fuel cards are issued to travelers for rental vehicles only.
- The WEX card cannot be used for personal vehicles.

Why do I need a gas pack?

As a public entity, the university is exempt from paying federal excise tax. Purchasing fuel at the pump using the WEX card will show that federal excise tax was charged. However, this amount is deducted from the credit card monthly statement. Your help is greatly appreciated in helping the university reduce overall fuel expenses in this way.

What is a Motor Vehicle Report?

UAFS subscribes to the Arkansas Department of Finance and Administration Online Driver Record Request System. Through this service, current driving records can be run on any employee driving on behalf of the university. If a current record is not on file, employees will need to fill out an [MVR Authorization Form](#).

Reimbursement for Mileage

The personal vehicle mileage rate set by the State of Arkansas is \$.52 per mile.

The traveler will be reimbursed for official miles driven only. UAFS assumes no responsibility for any routine maintenance, insurance, operational costs, accidents or fines incurred by the operator of the vehicle while on official business for the State.

Reimbursement for out-of-state travel will be the lesser of coach class airfare or vehicle mileage.

If the trip destination is 400 miles or more from the "official station", a minimum of 400 miles must be traveled to be eligible to collect a night's lodging. An exception can be made if the traveler is required to perform official duties along the way.

Do I need to provide any documentation for mileage reimbursement?

Yes, but only if the round-trip mileage is equal to or exceeds 120 miles. The **Trip Optimizer** calculator must be completed, and a copy uploaded to the Expense Report when using a personal vehicle. The traveler will be reimbursed the lesser of the rental car rate and the personal mileage rate. Personal vehicle mileage shall be computed using the shortest mileage between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less. If more than one traveler is transported in the same vehicle, only the owner of the vehicle can claim reimbursement.

Trip Optimizer

Access the online Trip Optimizer tool at the following link:

https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=046&mcid=UOAFSTMI

Vicinity Mileage Reimbursement

An employee may utilize a personal vehicle for vicinity mileage in lieu of a rental vehicle if it is a requirement of their job duties, e.g. recruiting, school visitations, etc. Vicinity mileage is Fort Smith and surrounding communities including the following counties: Sebastian, Crawford, Franklin, Logan, Sequoyah, Scott, and Le Flore. Currently, the personal mileage reimbursement rate is \$0.52 per mile.

Employees will be reimbursed for actual miles driven for vicinity miles. For record keeping purposes, the employee must use the [Monthly Vicinity Mileage Log](#) to record their beginning and ending addresses for each trip and submit with their Expense Report.

What constitutes vicinity mileage?

Once round-trip mileage exceeds 120 miles, it becomes more cost effective to take a rental vehicle. The counties mentioned above are equal to or below this 120-mile round-trip radius.

The Trip Optimizer is not needed for Vicinity Mileage reimbursement.

Public Transportation

The university requires travelers to select the most reasonable and economical form of transportation when traveling on business. Necessary travel by shuttle, taxi, Uber, rail, bus, or other forms of public transportation are allowable. Detailed receipts are required whether using the Travel Card or personal funds. Gratuity is a non-allowed and non-reimbursable expense.

Airfare

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 head of the agency and approved by him/her in writing prior to purchase.

For booking airfare, employees have the option of using Universal Travel, a local travel agency, or booking through an online booking tool of their choice.

Employees may be reimbursed for checked baggage fees (first bag only). Fees for additional bags must be paid by the traveler and are not eligible for reimbursement. **If there are any weight overage charges, the employee is responsible for the price difference.**

If using Universal Travel

For personalized and local service, employees have the option of using Universal Travel in Fort Smith to book airfare. There is a \$35.00 service fee charged by Universal Travel for both domestic and international flights.

Employees may call Universal Travel at 479-785-1800 (and identify themselves as a UAFS employee) to receive a quote, but a **spend authorization must be fully approved before booking the flight.**

Payment options to secure airfare using Universal Travel:

- Employee Travel Card
- University Ghost Card
- ADMN TCard (notify the Travel Office)
- Charge to the university's direct billing account
- Personal credit card (the employee will not be reimbursed until after the trip)

NOTE: Using the Employee Travel Card, Ghost Card or ADMN TCard is the preferred method of payment.

If booking direct through airline or other booking tool

Employees may make their own reservations using a booking tool, but a **spend authorization must be fully approved before booking the flight.**

Payment for airfare using a booking tool can be made by:

- Employee Travel Card
- ADMN TCard (notify the Travel Office)
- Personal credit card (employee will not be reimbursed until after the trip)

NOTE: Using the Employee Travel Card or ADMN TCard is the preferred method of payment.

Air Travel Cancellation Procedures

Notify the UAFS Travel Office x7059 if your trip is cancelled or your travel dates change. Some tickets, such as Basic Economy fares, cannot be changed or canceled as these are considered non-refundable tickets. If your airfare was booked through Universal Travel, they will apply unused airfare tickets toward future approved air travel for the person named on the ticket within one year from the ticket's issued date. If booked outside of Universal Travel, check with the airline directly. Depending on the airline's policy, customers who cancel flights may receive a voucher for the value of their ticket. Airlines charge a \$100 minimum fee to make ticket changes or exchanges.

Registration Fees

The Employee Travel Card or the ADMN TCard may be used to pay for registration fees.

If an employee uses personal funds to pay registration fees, reimbursement cannot be claimed until after the trip is completed. To be reimbursed, an employee must have a proper receipt showing payment in full. Receipts must be attached to the Expense Report in Workday.

Expenses for Non-State Employees and Official Guests

A volunteer, non-state employee, prospective employee, or an official guest of the university, may be allowed reimbursement for actual expenses for meals, lodging, transportation and incidental expenses when submitted on an expense report in Workday.

A non-employee's official station would be where he or she is traveling from in order to come to UAFS.

Meal receipts are required for non-state employees and official guests.

NOTE: Payments and reimbursements to non-state employees that are hired as Independent Contractors must be paid using the requisition and purchase order process.

Expense Report (Travel Reimbursement)

When is my Expense Report due?

Within thirty (30) days of returning from the trip, the employee should submit the Expense Report in Workday. An approved spend authorization must be on file in order for the employee to be reimbursed for the allowable expenses.

Reimbursements will be made via direct deposit or check. Employees have the ability to input their direct deposit information in their Workday profile. No changes to an employee's profile can be made by the travel office. Should the employee elect not to utilize direct deposit, the reimbursement check will be mailed to the home address on the employee's Workday profile.

The following documentation is required to be submitted for reimbursement:

- **Lodging** – itemized hotel receipt including name of traveler, date(s) of occupancy, rate charged per room/night, and indication amount has been paid in full.
- **Incidentals** – itemized paid receipts
- **Parking and public transportation**– itemized paid receipts
- **Conference agenda and/or itinerary**
- **Registration** – itemized paid receipt
- **Airfare** – itemized paid receipt
- **Any other travel expense not listed** – itemized paid receipt

Receipts should be uploaded into Workday and attached to the appropriate expense line item.

Receipts

Itemized vendor receipts are required for ALL travel expenses, except individual employee meal expenses.

Lost or Unattainable Receipt Affidavit

This form is to be used on a very limited basis for lost or unattainable receipts. This form is not to be used as a substitute for proper documentation. Every effort must be made to obtain a receipt. Additional documentation may be required and is subject to approval by supervisor and Travel Manager.

International Travel

All students, faculty, and staff considering travel outside of the United States on UAFS-related activity, should first contact the Director of International Relations x7116 for questions regarding planning, procedures, student waiver forms, etc., and to obtain any travel alerts or warnings for the destination(s). This includes, but is not limited to, the following activities:

- Students: Maymester, study abroad, internships, research, conference participation, cultural or athletic trips
- Faculty/Staff: Maymester, teaching, research, conference attendance, MOU development, recruiting

International travel requires a spend authorization. Spend authorizations for international travel will be routed to these additional approval queues:

1. International Relations Office
2. Provost/Vice Chancellor/Dean
3. Chancellor

Payments to foreign vendors: Prior to issuance of any wire transfers to foreign vendors, a completed W-8BEN or its equivalent, must be on file in the Finance Office. Sufficient time, generally 14 days, must be allowed for payments to foreign vendors. This involves review of 1042 requirements, foreign tax status, and any agreements or contracts which must be routed through the contract review process.

University of Arkansas at Fort Smith Overseas Travel Warning Policy

The University of Arkansas at Fort Smith does not currently support travel or study in countries where non-essential travel is not recommended by the U.S. State Department. In addition, the university may not support travel to countries based on information from the Center for Disease Control (CDC) regarding outbreaks of infectious disease.

Click here for a list of current travel warning countries:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Student Group Travel

Student group travel should be submitted through Workday under the employee's name who is traveling with the students, if the students will not be reimbursed for any expenses. If students will be reimbursed, each one will need a spend authorization entered in Workday.

- All anticipated expenses, including Travel Card expenses, must be included on the spend authorization.
- [Student Travel Forms](#) and [Student Liability Waiver](#) forms are required to be signed by each student and submitted with the spend authorization.
- If any prepayments by check are required for student group travel, the vendor to whom payment will be made must submit an invoice and a completed W-9 form (or W-8BEN for foreign vendors).
- Within thirty (30) days of returning from the trip, an Expense Report should be submitted in Workday.

Travel Tips / Reminders

Prior to Travel

1. Apply for an Employee Travel Card (if needed) and make sure it is activated.
2. Ensure a spend authorization has been entered in the Workday and is fully approved.
3. If using a rental vehicle, reserve a WEX fuel card (gas pack) from the Finance Office x7065.
4. If flying, make sure the first and last name on your ticket matches the information on your government-issued photo ID.
5. If using an Employee Travel Card, be prepared to use another form of payment in the event the card is lost, stolen, or declined.
6. Since the Employee Travel Card is not allowed for employee meals, be prepared to use another form of payment.
7. If you have not traveled in the last 12 months, ensure your Employee Travel Card is still active by calling Melissa Brown x7059.
8. Be prepared to retain all itemized vendor receipts for expenses incurred, for both out of pocket and Travel Card purchases.
9. Out of pocket expenses will not be reimbursed until after travel has occurred.

During Travel

1. Ensure any purchases made comply with university travel guidelines.
2. Obtain itemized vendor receipts for all purchases using the Employee Travel Card.
3. Obtain itemized vendor receipts for all purchases when using personal funds that will be claimed for reimbursement (except for individual employee meals).
 - a. Remember that public transportation gratuity is not authorized for reimbursement.
 - b. Remember that reimbursement for individual employee meals is limited to per diems (should be claimed only for actual expenses).

After Travel

1. Submit an Expense Report with required receipts/documentation within 30 days of the travel end date.
2. If the WEX fuel card (gas pack) was used for your trip, return the card to the Finance Office.

All travel forms are available from the Travel Office or through:

https://my.uafs.edu/Apps/view_items.cfm?MenuID=2000510&CategoryID=1

State of Arkansas travel regulations may be viewed in their entirety at the following website:

<https://www.dfa.arkansas.gov/wp-content/uploads/travelRegs.pdf>