

Travel Policy

Purpose & Overview

The purpose of this policy is to define standards regarding employee, guest, student, volunteer, and program participant travel for the University of Arkansas System Division of Agriculture (UADA). Additionally, this policy is intended to serve as a resource for employees and impacted stakeholders to ensure applicable travel regulations are documented in a clear and organized manner to facilitate navigation of the travel process efficiently and effectively.

These travel policies are derived from the State of Arkansas Travel Regulations, University of Arkansas System Policies, and industry best practices. Any exceptions to these policies will be at the sole discretion of the Business Office and reviewed on a case-by-case basis. Questions regarding this policy should be directed to the Business Office, Accounts Payable Section at travel@uada.edu.

Policy

1. Expense Reports & Reimbursements

Travel-related expense reports are generally defined as follows:

- In-State Mileage Only
- Trips with Overnight Stay (both in-state and out of state)
- International
- Fuel Card (WEX)

For all expense report categories, reimbursements are NOT at per diem, but for actual expenses incurred up to the maximum per diem. Except as otherwise noted herein, all expenses for travel reimbursement must be incurred by the traveler, and payment will be approved only upon the basis of personal reimbursement, unless otherwise approved by the Business Office. Travel reimbursements will be processed online via Workday using the Expense Report task. In accordance with State Travel Regulations, UADA employees must not pay for expenses of another employee. This requirement does not always include travel card (t-card) purchases. T-card charges should be reassigned to the traveler in Workday when possible. Since t-card charges cannot be split in Workday, combined charges should be assigned to a single traveler.

The following table defines each expense report type, outlines the frequency at which each expense report type should be submitted, and when each expense report is due.

Report Type	Definition	Frequency Submitted	Due Date
In-State Mileage Only	Claim for reimbursement of mileage associated with business use of a personal vehicle only Report does not include requested reimbursement for any other type of travel expense.	Monthly	Within 5 business days of month-end, but no later than 20 business days of the end of the month for which mileage is claimed.
Trips with Overnight Stay (in-state and out of state)	Claim for reimbursement of travel expenses associated with an overnight stay, whether in or out of state.	As soon as travel is complete	Individual & Group – as soon as possible after completion, but no later than 20 business days after return.
International	Claim for reimbursement of travel expenses associated with any non-domestic travel.	As soon as travel is complete	Individual & Group – as soon as possible, but no later than 20 business days after return.
Fuel Card	Method used to charge WEX card charges captured in Workday to appropriate funding sources.	Monthly	Within 5 business days of month-end.

The Business Office makes every effort to fully process and generate payment for expense reports within 7 business days of receipt by the first Business Office reviewer in Workday. Failure to submit expense reports for reimbursement according to the timelines outlined above may require additional approvals and could result in denial of reimbursement claim.

2. Classification of Travel

The State of Arkansas differentiates between travel that is considered **official business** and other travel. The following section outlines what is considered official business versus other travel:

2.1. Official Business (use Workday Expense Report Business Purposes VICINITY OR IN-STATE MILEAGE, INTERNAL MEETINGS OR EVENTS, EXTERNAL MEETINGS OR EVENTS, CONFERENCE PRESENTER, or NON-EMPLOYEE TRAVEL)

2.1.1. Travel involving presenting on behalf of or representing UADA, including:

- Administrators
- Development officers
- Presenting at a conference/seminar
- Conducting UADA programs/research
- Recruiting

2.1.2. Non-UADA employee travel, including:

- Guests
- Candidates
- Volunteers
- Board members

2.1.3. Internal training for UADA employees, including:

- New employee orientation
- Required annual on-site training
- Any internal training exclusively for UADA employees

2.2. Other Travel (use Workday Expense Report Business Purpose CONFERENCE ATTENDEE)

2.2.1. Travel to receive training or information from non-UADA sources that enable UADA employees to perform their job more efficiently, including:

- Conferences
- Seminars
- Training events

3. Expense Allowability

The following list (not all-inclusive) provides an overview of allowable and unallowable travel expense reimbursements, consistent with State of Arkansas Travel Regulations and/or University of Arkansas System policy:

3.1. Allowed (Reimbursable)

- Airfare (i.e., coach class, main cabin, economy, for domestic flights; business class for international flights)
- Car rentals using the State Contract¹
- Lodging, including associated taxes and fees
- Meals with an overnight stay
- Mileage, at rate authorized by Chief Fiscal Officer of the State
- Parking fees
- Registration fees for conferences/training
- Taxis, shuttle, ride-share, or related services, **excluding tips**
- Tips associated with meals while in travel status (see note below)².

¹Trips involving the need for transportation to and from the airport and/or to and from place of lodging **do not justify car rental**. Requests for car rental must be justified during the authorization stage prior to rental and the justification must be for a reason other than travel to/from the airport and/or place of lodging.

²The tips noted above are allowable per federal regulations related to the maximum meal per diem. All tips must be included with the meal reimbursement, and the total of all meals and all tips (up to 15%) may not exceed the federal per diem rate allowable for meals.

3.2. Not Allowed (Not Reimbursable)

- Alcoholic beverages
- Business or first class airfare to domestic destinations without approved accommodation request
- Car rentals outside the State Contract, unless State Contract providers are unavailable
- Clothing
- Expenses claimed by an employee on behalf of another employee (see note below)³
- Flowers
- Laundry or cleaning
- Meals or lodging within the city or town of the employee's "Official Station" (see note below)⁴
- Meals without an overnight stay⁵
- Personal entertainment
- Personal telephone calls
- Printing items (wet-ink, not copies used for poster presentations)
- Refueling service offered by vehicle rental agency
- Reimbursement for discounts utilized through personal point or membership programs (i.e. Uber cash or hotel/airline/credit card rewards points)
- Rental of space, entertainment, or other arrangements in connection with banquets held solely for the benefit of employees
- Tips for taxis, shuttle, ride-share, or related services
- Traveler's check service charges
- Trip insurance for airfare under \$1,000
- Valet services (unless that is the only parking available at the hotel).

³For example, if two employees share a hotel room, each employee should pay their half of the room and tax.

⁴In certain situations, an exception can be made with prior written approval from the Unit Head and Business Office.

⁵If lodging expenses are not claimed on an expense report, lodging arrangements must be noted for meal reimbursement.

In addition to the list above, any other items not considered to be official business expenses are unallowable. See the following sections for additional details regarding specific types of

travel-related expenses. Any exceptions must be authorized in writing by the Business Office and the employee's department.

Reimbursements for business travel expenses will be rendered only to the party that incurred the travel expenses. Payments will not be rendered to others, including corporations.

4. Receipts Required

Receipts are required for the following travel expenses:

- Airfare (must include complete itinerary, passenger name, dates of travel, date and proof of purchase, seat class, and any service fees; reservation confirmation notice NOT acceptable)
- Bag fees
- Car rental (reservation confirmation notice NOT acceptable)
- Communication expenses (phone, internet, etc.)
- Group meals or "Official Function Policy" meals
- Items purchased while in travel status (must include detailed explanation of why items were needed)
- Lodging (must be itemized; credit card receipts without itemization or reservation confirmation notice NOT acceptable)
- Parking
- Registration fees
- Taxi/ride-share (tips NOT reimbursable)
- Toll fees
- Train

Please note: Receipts must be itemized, reflect final amount charged, and payment. Confirmations, preliminary estimates, and credit card receipts without itemization are not considered receipts under this policy.

5. Travel Credit Cards

The UADA Travel Card (t-card) Program was established to provide a quick and easy way to pay for business-related travel expenses on behalf of UADA employees, guests, students, volunteers, and program participants. Participation in this program is a privilege granted to UADA by the State of Arkansas, and a privilege granted to travel cardholders by UADA. Cardholders are responsible for using the t-card in accordance with all UADA and State of Arkansas rules, regulations, and policies. To facilitate efficient, effective, and compliant use of the t-card program, UADA has allocated most t-cards to key administrative users across all departments. With the continued issuance and disbursement of t-cards to administrative users across UADA departments, the program has been designed to remain viable and available for UADA's collective travel needs. New "traveler" t-cards will be considered in rare circumstances and approved by the Business Office on a case-by-case basis.

6. Request to Travel

Consistent with State of Arkansas Travel Regulations, travelers must request permission to travel out of state or internationally. Additionally, UADA units and departments may require prior authorization for travel in other circumstances to facilitate proper verification of funds availability for planned travel and to encumber funds once planned travel is fully approved.

Departments and units are responsible for ensuring permission for travel out of state is obtained and documented prior to travel occurring.

For out of state (not international) travel a Workday Spend Authorization OR [Travel Authorization Form](#) must be completed and approved prior to travel occurring (template is posted to the UADA templates page). After completing this form, attach it to the corresponding expense report in Workday.

The request to travel internationally is documented via a Workday Spend Authorization, which includes approval by a traveler's manager, cost center personnel, and the Business Office at a minimum. Additionally, international travel requires further approval and consideration. Refer to the International Travel section of this policy for additional information. The Spend Authorization must clearly identify the actual beginning and end dates of travel. If plans change once a Spend Authorization is approved, a new one should be submitted for approval prior to travel. The original Spend Authorization should only be canceled after the revised Spend Authorization is fully approved. If travel is to a training or conference, an agenda should be attached to the Workday Spend Authorization.

Approval of the request to travel via the Workday Spend Authorization or [Travel Authorization Form](#) does not convey approval of a travel expense claim. Final review and approval of travel-related expenses is completed and documented in the Workday Expense Report only.

6.1. Travel Status

For domestic travel, an employee may be considered on travel status a maximum of one day before and one day after the official "event," based on the discretion of the traveler's manager. For international travel, an employee may be considered on travel status a maximum of two days before and two days after the official "event," based on discretion of the traveler's manager. Exceptions may be allowed when the most economical and advantageous method of travel requires more than one (domestic) or two (international) days of travel. Justifications for exceptions must be documented in the Workday Spend Authorization or Travel Authorization Form.

6.2. Request For Exception or Reasonable Accommodation

Any request for travel accommodation must be approved prior to making any travel-related purchase. Employees requesting accommodation must do so by submitting an accommodation request to UADA's Office of Inclusion, Access, and Compliance. Travel

accommodation includes but is not limited to requests for extra leg room, bigger seat, or larger car. If the accommodation is approved, the Office of Inclusion, Access, and Compliance will provide the traveler with a notice of approval that must be attached to every Workday Spend Authorization/Expense Report submitted where the accommodation is utilized.

6.3. Travel Sponsored by Third Parties

If travel is sponsored by a third party, either in whole or part, a Workday Spend Authorization or Travel Authorization Form is still required and must identify the sponsor(s) by name in the description and the expenses they will be sponsoring. A conflict of interest disclosure may also be required. See [PMGS 18-01 Division Conflict of Interest Policy](#) for additional information.

7. Registration Fees

Cost of registration at conventions and meetings is an allowable expense when supported by appropriate documentation that includes fee amount (i.e., receipt, registration confirmation, conference/meeting itinerary). When a registration fee payment includes the cost of such items as meals and lodging, the traveler must not make an additional claim for these items. Registration fees can be paid using a purchase order, p-card (only if no other reimbursable travel-related expenses), t-card, or by personal funds. Departments are encouraged to use the methods that do not require reimbursement to a traveler for these expenses.

8. Parking Fees and Toll Charges

Parking fees and toll charges for private, rental, or UADA-owned vehicles are allowable when supported by appropriate documentation such as receipts. Airport parking is limited to the applicable airport's most economical long-term parking rate, which is typically substantially lower than short-term or garage parking rates. Valet parking is only allowed when no other alternative is available. Such instances must be documented within the Workday Expense Report.

9. Transportation

Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or state-owned automobile; whichever method serves the requirements of UADA most economically and advantageously.

If choosing to drive rather than fly, a comparison of each method must be performed, with the traveler entitled to reimbursement for the lower cost option. The comparison will cap the amount calculated for airfare as the sum of the following:

- Lowest cost airfare for a reasonable scheduled flight booked more than two weeks in advance of travel
- \$50 total for baggage fees
- Most economical long-term per day airport parking
- Roundtrip mileage from Official Station to nearest airport
- \$50 for roundtrip taxi/ride-share/shuttle to and from hotel/airport.

The comparison must be documented using the [Travel Methods Comparison](#) worksheet and must be completed before travel and documented as part of the authorization to travel. Exceptions may be granted when multiple people are traveling together, and savings are documented or in other extenuating circumstances. Such exceptions must be documented as part of the authorization to travel and approved as required by the traveler's department and Business Office.

9.1. Commercial Airfare

Individuals whose travel is supported by federal funds should follow the guidance provided in the [Fly America Act](#) regarding use of American flag carrier airlines.

Travel by commercial air shall utilize coach class fare. In most instances, travelers should purchase economy coach, non-refundable tickets, BUT if there could potentially be a conflict with travel plans, purchasing a fully refundable coach ticket is allowed. Given the added cost of fully refundable coach tickets, this option should only be utilized when there is the potential to change the flight dates and/or times or cancel the flight. When purchasing fully refundable coach tickets, circumstances must be justified/documentated in the Workday Spend Authorization, Travel Authorization Form, and/or Expense Report.

If a traveler incurs a change fee and the reason for the change is business related, justification for the change must be documented within the Workday Expense Report. Change fees that are not business related are not reimbursable.

Tickets should be purchased at least 14 days in advance when possible. Airline tickets purchased less than 14 days in advance require additional justification. This justification must be supplied within the authorization to travel, Workday Spend Authorization, Travel Authorization Form, or Expense Report, as applicable.

No business or first-class tickets for domestic destinations may be purchased without a documented accommodation or exception granted in writing by the Business Office prior to purchase. For international flights, fares up to business-class may be purchased without prior authorization if allowed by a traveler's department.

Preferred seating for airline tickets should not be selected by travelers unless no other seating is available and must be documented and justified in writing within the Workday Expense Report. When flying internationally, preferred seating is an allowable expense.

No upgrades in airline cost are permitted for the personal comfort of the traveler. TSA Pre-Check fees are not reimbursable.

Flight itinerary dates must match the dates approved in the Spend Authorization/Travel Authorization Form or justification must be provided within the Workday Expense Report as

to why the dates do not match and why a revised Spend Authorization or Travel Authorization Form was not completed.

Airfare may be purchased using a t-card or personal funds. Travelers are eligible for reimbursement for airfare only AFTER the trip has ended and the Workday Expense Report is fully approved and processed by the Business Office.

9.2. Privately Owned Aircraft

When a privately owned aircraft is used for travel on UADA business, the rate of reimbursement shall be the rate established by the Chief Fiscal Officer of the State. Travelers who intend to claim reimbursement for use of a privately owned aircraft must contact the Business Office in advance of the first business use to obtain any additional requirements.

9.3. Charter Flights

When it is necessary for travelers to charter a plane, the total cost is reimbursable. Reimbursement shall be limited to the cost of airfare for a scheduled commercial flight to the same location if the plane was chartered for personal convenience. Travelers who intend to claim reimbursement for a chartered flight must contact the Business Office in advance to obtain any additional requirements.

9.4. Private Vehicle

If a private vehicle is used, mileage shall be computed and reimbursed using map mileage. Mileage shall be computed as the distance between the Official Station and the destination. If the traveler departs from or returns to their residence, mileage shall be computed to/from the residence if less than mileage to/from the Official Station. Reimbursement shall be at the rate established by the Chief Fiscal Officer of the State.

UADA will reimburse for official business or training/conference miles driven only. UADA assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the owner of the vehicle while on official business. Individuals driving their own private vehicles on UADA business are entitled to vicinity mileage reimbursement.

9.5. Vehicle Rental

Vehicles should be rented only when it is more cost advantageous than driving a personal vehicle or using a taxi/ride-share/ shuttle when out of town. Requests for car rental must be justified prior to rental and the justification must be for a reason other than travel to/from the airport and/or place of lodging. Insurance offered by the rental agency at the time of rental must be declined and is not reimbursable for any domestic rentals. Additionally, any refueling service offered by the rental agency is not reimbursable unless it can be documented that the cost of the refueling service is equal to or less than the market price for fuel for the date and location of the refueling of a rental vehicle.

State-mandated vehicle rental contracts must be used unless a documented exception is granted by the Business Office.

10. Bag Fees and Shipping of Supplies

Reimbursement of bag fees for domestic travel is limited to one bag per trip at the standard airline bag rate.

For international travel, reimbursement of bag fees is limited to two bags per trip at the standard airline bag rate. In situations where additional materials are required for an event that necessitate the checking of an additional bag, reimbursement will be allowed when adequately justified within the Workday Expense Report. Overweight baggage charges will not be reimbursed.

Reimbursement for the shipping of supplies to the travel destination for the purpose of the trip may also be reimbursed, but departments are encouraged to ship supplies in advance of the trip using an appropriate purchase method such as a p-card or direct bill that do not require reimbursement to a traveler for these expenses.

11. Taxi, Shuttle, or Ride-Sharing Charges

Business-related taxi, shuttle, or ride-sharing (i.e., Uber, Lyft) charges are allowable when supported by appropriate supporting documentation such as receipts and business justification. If a tip is included with a taxi, shuttle, or ride-sharing charge, it is not allowable as part of the reimbursement claim for the taxi or ride-sharing expense and must be deducted from any claim for reimbursement.

If a taxi/ride share is used for travel to/from the airport in lieu of mileage and parking a personal vehicle at the airport, then the maximum amount that can be reimbursed is equal to the mileage and parking that would have been claimed for the same route in a personal vehicle.

12. Lodging

Reimbursement for lodging is limited to the single room rate, plus applicable taxes. If a safe is in the room, the cost of the safe, if applicable, may be included with the amount claimed for lodging.

An employee may not request reimbursement for lodging if:

- The employee or any member of the employee's immediate family has an ownership interest in the lodging place (other than stock ownership of a publicly traded company), or
- The employee stayed with family, friends, or otherwise did not incur lodging expenses.

If lodging is not claimed for any night (other than a "personal day" in which no expenses are claimed), the travel claim should indicate who provided the lodging and where.

If more than one person occupies a room, the single room rate must be noted on the receipt. If the room rate is the same regardless of the number of people in the room, then this too must be noted.

The maximum allowance for lodging, without justification and approval from the department and Business Office, is limited to the Federal per diem rate depending on the location for the trip. The Federal per diem allowance is per ROOM not per PERSON. Requests for lodging at rates exceeding the maximum Federal per diem must be pre-approved for out of state travel. Reimbursement is for actual expenses up to the maximum Federal per diem.

In most instances, each employee staying in the room MUST claim their portion of the room expense. Most hotels will allow multiple payments for a single room. Only in those instances where the Business Office has granted an exemption may one person be allowed to claim the entire room expense.

Itemized receipts for lodging are required. A credit card receipt is not acceptable. Employees are encouraged to book rooms directly with the hotel.

13. Meals

Meals are reimbursed at actual expenses up to the maximum Federal per diem. As dictated by State of Arkansas Travel Regulations, only 75% of the per diem rate for the first and last day of travel is allowed for meals. Although the Business Office does not require meal receipts UNLESS it is a group meal or a meal which qualifies as a business meal under the University of Arkansas System's [Official Function Policy \(Board Policy 260.1\)](#), a department may require them to be submitted for review. In instances where meal receipts are required, the receipt must be itemized. Alcohol is not an allowable reimbursable expense and should NEVER be purchased using a UADA credit card.

When traveling on behalf of UADA, reimbursement for meals and lodging shall be limited to actual expenditures, consistent with State of Arkansas Travel Regulations.

13.1. 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 published by the General Services Administration. Allowances may be made to permit the traveler to claim meal reimbursement, but must be documented within the Workday Expense Report under any of the following conditions:

- The traveler is unable to consume the meal provided because of medical requirements or religious beliefs
- The traveler purchased substitute meal(s) to satisfy their medical requirements or religious beliefs

- The traveler was unable to take part in the provided meal due to the conflict of official business.

13.2. Complementary Meals

Meals provided by a common carrier, or a complementary meal provided by a hotel/motel does not affect the maximum Federal per diem that may be claimed by a traveler.

13.3. Meals with an Overnight Stay

As dictated by the State of Arkansas Travel Regulations, the maximum full day meal allowance is the [Federal per diem rate](#) as published by the General Services Administration. The Federal per diem rate includes tax and a tip up to 15%. The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. The breakdown for meal per diem shall be calculated as 25% breakfast, 25% lunch, and 50% dinner.

13.4. Meals without an Overnight Stay

Meals are NOT reimbursable for a trip where there is no overnight stay, regardless of whether travel is in-state or out of state.

14. Miscellaneous Travel Expenses

Miscellaneous expenses incurred in connection with travel reimbursement requests require a business justification which must be clearly identified and explained in detail within the Workday Expense Report. Miscellaneous expenses DO NOT include expenses intended to be included as part of the incidentals that are included in the Federal meal per diem or expenses that are otherwise not reimbursable.

15. Combining Personal & Business Travel

A traveler may include personal time at the same time as or during a business trip; however, certain steps must be taken to fully demonstrate that the claim for reimbursement of business travel expenses is reasonable and **does not result in UADA incurring travel costs that would not have otherwise been incurred had the entire trip been for business purposes only**. All personal travel expenses are the traveler's responsibility and must be personally funded.

15.1. Identification of Personal/Annual Leave Days

Dates for all personal days and annual leave days in the combined personal/business travel period must be clearly identified in the Workday Spend Authorization or Travel Authorization Form and Expense Report completed for the trip. The dates that should be considered personal days (days in which travel expenses are not allowed to be claimed) are those in which the traveler is not engaged in a business activity or allowed travel time. Any personal days that fall on a regular workday shall be considered annual leave days. Additionally, for exempt employees, if the addition of personal days

to a trip causes travel days to fall on a workday when they otherwise would not have, those days shall also be considered annual leave days (even though travel expenses would be allowed on the travel day(s) as usual).

15.2. Airfare

A comparison of the airfare cost with the personal days included to the airfare cost of only the business portion of the trip is required. If the actual cost of the flight including the personal days of travel is more than a flight for only the business portion of the trip, the traveler can only be reimbursed for the lesser amount. The comparison must be performed when the decision is made to combine business and personal trips, use the same booking tool, the quoted costs must be obtained at the same time (i.e., quotes must be from the same day around the same time on that day), and must be included with the documentation attached to the Travel Authorization Form or Spend Authorization and Expense Report in Workday. If the flight will cost more to include personal days, then personal funds must be used to purchase airfare, with the traveler eligible for reimbursement for the business portion of the airfare only.

EXAMPLE: John, an exempt employee, travels to Boston for a conference held 9/30 through 10/4. John only plans to attend the last 3 days of the conference (10/2 through 10/4).

John plans to depart 10/1 and return 10/8, as he wants to remain in Boston on vacation for a couple days.

The travel dates are: Mon. 10/1 and Mon. 10/8

The event dates are: 10/2 through 10/4 (NOT 9/30 through 10/4)

Personal days (days which 1) expenses may not be claimed and 2) annual leave must be charged if it is a regular work day): 10/5, 10/6, 10/7

Additionally, expenses may be claimed for the return travel day (Mon. 10/8) and no annual leave would need to be charged for that day since the traveler would have returned on a regular workday, Friday, 10/5 if the trip had not included personal time.

16. Non-UADA Employees & Guests

When a non-UADA employee, official guest, or job applicant travels on behalf of UADA, reimbursement for "actual expenses" is allowed. Non-UADA employees and guests must be set up as External Committee members in Workday to be reimbursed. The Workday Expense Report must clearly state the benefit of non-employee travel to UADA and the relationship to UADA of the non-employee. It is the responsibility of each department to ensure these individuals are not being reimbursed from any other source for their travel expenses. Federal employees who travel

for UADA shall be regarded as UADA employees and shall be reimbursed as such. The Expense Report should show that this employee is on the payroll of the federal government and assigned to UADA. Alcoholic beverages are NOT allowed to be reimbursed.

Volunteer workers, who perform duties like UADA employees, are subject to the same rules and regulations governing UADA employees. Unless specifically related to employment relocation or being part of the UADA official party at an event, reimbursement for a spouse's expenses is not allowable.

17. Group Travel

17.1. Definition

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.

Group Travel may also include several guests or volunteers along with a UADA employee traveling together for a particular event or circumstance. In these circumstances, the payment of group travel expenses, including those of students, program participants, and employees, may be authorized. Within the Workday Expense Report, a list of each group member and their role within the group must be included.

Some examples of group travel functions:

- Research trips
- 4-H events
- Master Gardener educational trips

Please Note: Group Travel MUST include student, guest, volunteer, or program participant representation. A group of employees going to the same function DOES NOT constitute group travel.

17.2. Group Travel Advances

Group trips may receive up to a 100% advance. However, departments should maximize the use of travel cards or direct billing arrangements when practical to minimize the need to advance expenses that could otherwise be paid without an advance.

Expense reports where a travel advance has been granted for group travel should be submitted as soon as possible upon completion of the group trip, consistent with the other requirements outlined in this policy such that the Business Office can fully audit and reconcile the advance within 20 business days.

If money is disbursed to students, volunteers, program participants, and other members of the group (federal per-diem limits are enforced for all recipients), the following information is required:

- Signature sheet listing of all students and staff who received funds (must be legible, preferably typed)
- Amount received broken down by expense type (meals should be broken down by meal, i.e., breakfast, lunch, dinner)
- Signature of the recipient of the funds

Group Travel advance requests may be in an amount up to 100% of the total authorized, estimated, reimbursable travel expenses directly incurred by the employee. A travel advance is a direct loan to the traveler and must be repaid in full. The travel advance will be applied to reimbursable expenses within the traveler's Expense Report first; any advance amount still owed after reimbursement must be repaid to UADA by the traveler. Any portion of the travel advance that is lost or stolen is the responsibility of the traveler.

18. Travel Advances

Subject to departmental approval, a traveler (an employee or student only) may request an advance to cover expenses anticipated to be incurred while traveling on behalf of UADA. Volunteers, guests, or program participants are not eligible to receive travel advances. A Spend Authorization in Workday must be submitted and approved to receive a travel advance.

18.1. Terms Defined

For purposes of travel advance policy, UADA employees are defined as:

- Anyone in an appointed position
- Anyone in an active extra help position

For purposes of this policy, students are defined as:

- Any student eligible to be paid in Workday by UADA
- Graduate assistants in appointed positions

18.2. Regulations and Procedures for Travel Advances

Arkansas State Travel Regulations define policies and procedures for employee and student travel advances.

18.3. Allowable Travel Advance Expenses

Allowable travel advance expenses include, but are not limited to, the following:

- Anticipated meals and lodging costs within the allowed per diem limits
- Anticipated mileage expense when an individual is required to use a personal vehicle for official travel at the approved reimbursement rate
- Anticipated taxi/ride share fares
- Car rental
- Other miscellaneous requests such as parking, tolls, fuel for rental car, etc.

Note: Departments should maximize the use of travel cards or direct billing arrangements when practical to minimize the need to advance expenses that could otherwise be paid without an advance.

18.4. Allowable Travel Advance Amounts

Employee advance requests may be in an amount up to 50% for domestic travel or 75% for international travel of the total authorized, estimated, reimbursable travel expenses directly incurred by the employee.

Student advance requests may be in an amount up to 90% (domestic) or 100% (international) of the total authorized, estimated, reimbursable travel expenses directly incurred by the student.

Group Travel advance requests may be in an amount up to 100% of the total authorized, estimated, reimbursable travel expenses directly incurred by the employee.

18.5. Travel Limitations/Restrictions

The travel advance requested must be a minimum of \$50.00. Travel advances are not issued for:

- A trip that has already occurred
- Airfare
- Registration fees

18.6. Travel Advance Repayment

Travel advances of all types are to be repaid within 30 days after return of the trip.

A travel advance is a direct loan to the traveler and must be repaid in full. The travel advance will be applied to reimbursable expenses within the employee's Expense Report first; any advance amount still owed after reimbursement must be repaid to UADA by the employee. Any portion of the travel advance that is lost or stolen is the responsibility of the traveler.

18.7. Canceled Trips
The traveler must return or repay the travel advance within five working days of the trip cancellation date.

18.8. Payroll Deductions
Notifications will be issued to help ensure that travel advances are settled in a timely manner.

Subject to UADA's policies on withholding, and applicable law, UADA is authorized to withhold the full amount of any past due travel advances (i.e., travel advances outstanding longer than the time allotted above) from any payment(s) due the employee or student including payroll check(s). If a deduction occurs twice within a twenty-four-month period, the employee or student will not be eligible for travel advances for the next twenty-four-month period.

18.9. Exceptions
Exceptions will be evaluated on a case-by-case basis and must be approved by the traveler's department and the Business Office before any request for an advance is initiated within Workday.

19. Insurance Coverage

19.1. Employee Travel Accident Insurance
UADA provides a group accident insurance policy to cover all active employees while on UADA business during a bona fide trip.

19.2. Business Auto Insurance
UADA's Business Auto Insurance Policy provides coverage for bodily injury and property damage liability losses, medical payments, and comprehensive and collision coverage for specified fleet autos and for hired autos.

Questions regarding travel and auto insurance coverage should be directed to vehicles@uada.edu.

19.3. Travel Insurance for 4-H Groups
4-H state and national events require event insurance. Contact the 4-H Event Coordinator at (501) 671-2271 for more information.

20. International Travel

20.1. Definition of International Travel

International travel is defined as all business-related travel outside the 50 United States and its protectorates. All UADA employees traveling on official business will comply with international travel policies, whether or not the travel will be paid by UADA funds.

UADA state funds are not to be used for international travel unless approved by the Vice President for Agriculture.

20.2. Approval Required for International Travel

UADA employees should not engage in international travel or encumber related expenses unless the [International Travel Approval Form](#) has been completed and fully executed and a *Spend Authorization* in Workday has been approved. If costs are encumbered prior to these approvals, the traveler is assuming the risk of not being reimbursed. Spend Authorizations will not be approved without an approved *International Travel Approval Form*. Additionally, for employees jointly appointed with UAF and all graduate assistants, the travel must be submitted to the Study Abroad office via their on-line system.

The appropriate Unit Head/Department Head will approve international travel based on the mutual benefit to the traveler and UADA. Clear mutual benefit includes, but is not limited to:

- Presentation of award to traveler
- Presenting paper to international society meeting
- Service to international society
- Fulfilling terms of a sponsored research agreement, Memorandum of Agreement, Contractual Services Agreement, or similar agreement
- Teaching courses or conducting workshops funded by outside agencies

20.3. Fly America Act

For all air travel and cargo transportation services funded by the U.S. government, UADA employees are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service. The U.S. Department of Commerce has provided an explanation and details at this [link](#).

20.4. Export Controls Compliance

UADA employees must comply with U.S. Export Controls laws. Prior to traveling abroad, travelers should review the information below and take appropriate action.

- Travelers are subject to criminal penalties for importing or exporting certain controlled items. Many items require an Export Control License to be

transported from the U.S. to a foreign nation. UADA's Export Controls Compliance Officer should be consulted if a traveler plans to travel with any items of a technical or proprietary nature.

- Carrying a laptop computer, software, or electronic storage device outside the U.S. may be a Temporary Export as defined by Export Controls laws. Certain exclusions from Export Controls laws apply to traveling for UADA. However, without prior authorization, UADA employees shall not travel internationally with proprietary data, encryption software, encrypted data, or items of an inherently military nature or use.
- UADA travelers should be aware of steps that may facilitate bringing goods back into the United States. For example:
 - Register equipment owned by the UADA before taking it abroad with a Certificate of Registration, Customs Form 4455.
 - Register new electronics (less than six months old) with a Certificate of Registration for Personal Effects Taken Abroad, Customs Form 4457.
- UADA travelers should consult UADA's Export Controls Compliance Officer prior to travel with Export Controlled items, or data, plans, or protocols related to such items.

20.5. U.S. State Department Travel Advisories

Because travel to some locations may be dangerous, UADA employees must be aware of and report the U.S. Department of State (DOS) Travel Advisory Level on the International Travel Approval Form. Exceptional justification will be required for approval of travel to destinations under DOS Travel Advisory Levels 3; travel to destination with Advisory Level of 4 will not be allowed without justification and approval. Justification must be submitted to the appropriate Senior Associate Vice President for review and approval. In addition, some countries may require or recommend vaccinations, visas, etc. This information should be viewed at the U.S. Department of State Travel's website by clicking on the specific travel advisory link. All travel advisory information may be found at this [link](#).

20.6. Salary Recuperation

UADA employees occasionally travel internationally to perform research, services, consulting, or teaching for third parties. Such travel will only be approved when accompanied by:

- An Executed Memorandum of Agreement, Service Contract, Teaching Contract, or similar document whereby an appropriate portion of the employee's salary is charged to the contracting party; or
- Written authorization from the appropriate Senior Associate Vice President.

20.7. International Travel Planning

UADA employees will exercise prudent judgment by traveling as efficiently and economically as possible. If traveling via more expensive alternate routes or using less economical lodging or transportation without approved justification, the traveler is responsible for the additional expense. The cost of ticket change fees strictly for convenience of the traveler will be the responsibility of the traveler. If change fees are business related, justification for the ticket change must be documented when requesting reimbursement. Travelers are responsible for checking the Department of State's Travel website for passport validity and vaccination requirements.

20.8. Personal Days During International Travel

Any personal days (whether or not annual leave is required) requested in conjunction with the business-related international travel must be specifically identified (i.e., by date) on the [International Travel Approval Form](#) as well as in the *Spend Authorization* transaction in Workday.

Personal days are any days that the traveler is gone and is not engaged in the business activity for which the authorization was approved (with the exception of allowable travel days). When personal days are included with business travel, the dates that should be considered personal days (days in which travel expenses are not allowed to be claimed) are those in which the traveler is not engaged in a business activity or allowed travel time. Any personal days that fall on a regular workday would be considered annual leave days. Additionally, for exempt employees, if the addition of personal days to a trip causes travel days to fall on a workday when they otherwise would not have, those days would also be considered annual leave days (even though travel expenses would be allowed on the travel day(s) as usual).

EXAMPLE 1: John, an exempt employee, travels to Paris for a conference held 9/30 through 10/4. John only plans to attend the last 3 days of the conference (10/2 through 10/4).

John plans to depart 10/1 and return 10/8, as he wants to remain in Paris on vacation for a couple days.

The travel dates are: Mon. 10/1 and Mon. 10/8

The event dates are: 10/2 through 10/4 (NOT 9/30 through 10/4)

Personal days (days which 1) expenses may not be claimed and 2) annual leave must be charged if it is a regular work day): 10/5, 10/6, 10/7

Additionally, expenses may be claimed for the return travel day (Mon. 10/8) and no annual leave would need to be charged for that day since the traveler would have returned on a regular workday, Friday, 10/5 if the trip had not included personal time.

EXAMPLE 2: Sarah, an exempt employee, plans to travel to Fiji for a conference held 7/9 through 7/13. She wants to spend time on the beach before and after the conference.

She leaves on 7/6 and returns on 7/16.

The travel dates are: Fri. 7/6 and Mon. 7/16

The event dates are: Mon. 7/9 through Fri. 7/13

Personal days (days which 1) expenses may not be claimed and 2) annual leave must be charged if it is a regular work day): 7/7, 7/8, 7/14, 7/15

Additionally, while expenses may be claimed for the two travel days (Fri. 7/6 and Mon. 7/16), annual leave would need to be charged for both of those days since the traveler would have left and returned on non-work days (Sun. 7/8 and Sat. 7/14), if the trip had not included personal time.

21. Travel Administrators

- 21.1. Delegation of Travel Administrator Authority
State of Arkansas travel regulations state that in large governmental units it may not be feasible for the administrative head of the agency, department or institution to act as travel administrator. See § R1-19-4-902. In this case, he or she may designate other responsible officials to act as his or her agent(s) and to be referred to as travel administrator.
- 21.2. Designation of Travel Administrators
The employees of the Business Office, Accounts Payable Section, have been designated as the travel administrators for UADA.
- 21.3. Responsibilities of Departments and Separation of Approval Authority
This designation of the Business Office, Accounts Payable Section as Travel Administrators does not replace the responsibility of departments for ensuring that all travel conducted by their unit complies with UADA and state policy and procedures regarding acceptable travel expenses.

Requests to travel are routed by the company cost center(s) for which the travel expenses are funded through the travel authorization and travel reimbursement processes.

The traveler and either the department head or other authorized agent of the department must approve all travel claims. The traveler and authorized agent may not be the same person.