

Bullet-Point Overview of UADA 380.1

Dated February 1, 2025

*Note: This summary of the major sections of the updated UADA travel policy is intended to provide employees an overview of where common information can be found within the policy document. **Reading the summary is not a replacement for a detailed review of the policy itself.***

1. Purpose & Overview

- Defines standards for UADA employees, students, volunteers, and participants' travel.
- Aims for clear and efficient navigation of the travel process.
- Based on State of Arkansas Travel Regulations and University of Arkansas System Policies.

2. Expense Reports & Reimbursements

- Four types of expense reports: In-State Mileage, Overnight, International, Fuel Card.
- No per diem; actual expenses reimbursed via Workday.
- Clear submission timelines and processing times.

3. Classification of Travel

- **Official Business:** Conferences, UADA programs, guest travel, internal meetings, etc.
- **Other Travel:** For receiving non-UADA training and information.

4. Expense Allowability

- **Allowed:** Airfare (coach), car rentals (State Contract), lodging, meals (overnight stays), registration fees.
- **Not Allowed:** Alcohol, personal expenses, valet parking, and tips for taxis.

5. Travel Credit Cards (T-Card)

- UADA provides travel cards to key administrative users for business travel expenses.
- New travel cards approved case-by-case.

6. Request to Travel

- Prior approval needed for out-of-state and international travel.
- Approval documented through Workday Spend Authorization or Travel Authorization Form.

7. Travel Status

- Domestic travel: one day before/after event.
- International travel: two days before/after event.

8. Travel Sponsored by Third Parties

- Third-party sponsorship must be recorded, along with any expenses covered by sponsors.

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9. Transportation & Lodging

- Use of private vehicles and car rentals should be justified by cost-effectiveness.
- Reimbursement for lodging is restricted to single-room rates with itemized receipts.

10. Meals & Miscellaneous Expenses

- Meals reimbursed according to actual expenses, not exceeding federal per diem.
- Meals for non-overnight trips are non-reimbursable.
- Miscellaneous expenses require business justification.

11. Combining Personal & Business Travel

- Personal expenses during a business trip must be clearly identified and are not reimbursable.
- Airfare cost comparisons required when combining personal and business travel.

12. Non-UADA Employees & Group Travel

- Non-UADA employees and guests may be reimbursed for actual expenses.
- Group travel for students and volunteers follows strict documentation.

13. Travel Advances

- Available to employees and students only.
- Advances must be repaid within 30 days after the trip.
- Spend Authorization in Workday required for Travel Advance.

14. Insurance Coverage

- Travel insurance provided for UADA employees.
- Special event insurance for 4-H groups.

15. International Travel

- Detailed requirements for international travel approval, including compliance with export controls.
- Personal days during international trips must be noted in authorization forms.

16. Travel Administrators

- The Business Office Accounts Payable Section is the designated travel administrator for UADA.
- Departments retain responsibility for ensuring compliance with policies.