



UNIVERSITY OF  
ARKANSAS

## Business Services Travel Services

Good afternoon,

I HOPE EVERYONE HAD A RELAXING AND RESTFUL HOLIDAY BREAK. NOW THAT WE ARE GETTING READY TO START A NEW SEMESTER, I WANTED TO SEND CRUCIAL AND IMMEDIATE INFORMATION ALONG WITH SOME FRIENDLY REMINDERS.

### **Immediate Changes to American Airlines**

With the impending changes to the American Airlines contract, we will no longer have the option to change the name on an issued ticket. Effective immediately, all tickets purchased for guests and/or temporary employees should be purchased as a refundable ticket. Once the ticket has been issued the name cannot be changed and the name on the ticket will retain ownership. If the travel does not occur, our options are very limited for recouping those funds. **This is only required for American Airlines.** If you want to purchase refundable tickets for other airlines, an additional 20% of the non-refundable purchase price would be acceptable. Anything over 20% should be pre-approved by the Travel Office.

**As a reminder** – If you are using an Administrative or Traveler Tcard to purchase airfare, it must be purchased through Anthony Travel by using the Concur Booking Tool or an Anthony Travel Agent.

### **Brazil e-Visa Requirement**

The latest update regarding the new Brazil e-Visa requirement; The Brazilian Tourist Board (Embratur) has postponed the required entry Visas for passport holders from Australia, Canada, and the U.S. until April 10, 2024.

### **Participant Support Expense Items and Usage**

The definition of Participant Support Costs means direct costs for items such as stipends or subsistence allowance, travel allowances, and registration fees paid to or on behalf of **participants or trainees** (but **not employees**) in connection with conferences, or training projects.

Participant Travel Expense Items (spend category) should only be used if the worktag has budget for Participant Travel. It is **not** to be used for multi-purpose travel (i.e., to perform research in addition to attending a project related meeting), domestic or international. Please do not use the Participant Travel category for PI or project staff that are attending a conference/meeting to disseminate research results on a project or meeting(s) to discuss project related information.

### **Expired Credit Cards and Enterprise Billing Numbers**

If you have received a renewal TCard and have an Enterprise billing number, please fill out the attached form and email it to Carol Wade at [cawade@uark.edu](mailto:cawade@uark.edu), so that your card information can be updated. If the card has expired, you will not be able to book online for any rentals.

For expired credit cards, please make arrangements with the Travel Office to pick up your cards at UPTW 119 between 2:00 and 4:30 M-F, or they can be sent through campus mail. Please include the building code and room number for delivery. You must pass your Travel Card quiz in Workday Learning before your new card is distributed. All cards that are not claimed within 90 days of the expiration date will be canceled and the account will be closed with Bank of America.

## REMINDERS:

### Meals

**If you are using the Expense Item of Group Meals and an Official Function Form is not required, please attach a list of participants and an itemized receipt to the Expense Report.**

**If providing a meal for a Guest, the Guest Meal Expense Item should be used and not Meals-per-diem unless they are a State or Federal employee. If the guest is a state or federal employee, please note on the Expense Report. Guest Meals are reimbursable at actual expenses (not per-diem) and an itemized receipt is required and should be stored in the department.**

### Lodging

For all charges listed on a hotel folio or Airbnb statement that are not specifically related to a tax (resort fee, cleaning fee, etc.), should be considered as part of the room rate. If the room rate is above the GSA federal per-diem allowance, please enter a justification for the additional costs. Justifications would include:

- Conference Hotel
- Safety
- Location to meetings/events
- Limited availability because of sporting events, graduation, concert, etc.

### **Professional Memberships & Conference Registration**

Memberships should be purchased using a Pcard as the method of payment. If you do not have a Pcard, please contact your Business Office/Dean's Office for guidance. Purchasing a Membership on a Travel Card should only occur if the Membership Fee and the Conference Registration Fees cannot be purchased as separate transactions.