



Good morning!

This listserv is comprised of faculty and staff that have been issued a Travel Card by the University of Arkansas, Fayetteville. Please forward this information to the travelers within your department that may not be included in this listserv.

This has been a year of change for the Travel Office with updates to Workday, updated State Travel Regulations, and an Internal Audit review. Because all of these changes can be a bit overwhelming, we have tried to implement these changes gradually. However, starting July 1, 2024, we will put into effect the updates received from Internal Review and Audit.

- 1. Nontaxable Benefits Provided Under an Accountable Plan:** Under an [accountable plan](#), allowances or reimbursements paid to employees for job-related travel expenses are excluded from wages and are not subject to withholding. An allowance or reimbursement is considered an accountable plan if:
 - There is a business connection to the expenditure. This should be clearly stated in the Spend Authorization/Expense Report, detailing the dates of attendance and benefit to the University.
 - There is adequate accounting by the recipient within a reasonable period of time.
 - Excess reimbursements or advances are returned within a reasonable period of time. IRC Section 62(c); Treas. Reg. Section 1.62-2(c)(2)
- 2. Submission Due Dates:** All out-of-pocket reimbursements are due within 15 days of the trip end date, with the noted State exceptions of Individual International and Group Travel due within 30 days of the trip end date; Complex Group Travel (greater than 10 participants) is due within 60 days of the trip end date. Expense Reports submitted after 60 days of the travel end date may not be reimbursed. **Credit Card Reconciliations: Due by the last working day of the month in which the billing cycle ends. If the billing cycle is May 16 – June 15, the due date is the last working day in June, regardless of the trip's end date.**
- 3. Non-Reconciled Credit Card Transactions:** If credit cards are not completely reconciled within a timely manner, the charge will be marked as personal and invoiced to the credit card account holder or the payee. It is the responsibility of the card holder and the traveler to ensure all expense reports are submitted to the Travel Office within the due dates. Helpful Workday reports:
 - RPT - Find Credit Card Transactions
 - RPT - Find Travel Card Verifications by Company

RPT - Find Travel Card Verifications by Company

Instructions To restrict report output by Travel related - Spend Category, Cost Center, Grant, Designated, Program, Project or Agency use the Worktags prompt.

Company * x UAF Shared Services Hierarchy

Corporate Credit Card Account x UAF | Bank of America | TCARD

Expense Report Status x In Progress x Draft

Expense Report On or After 07/01/2023

Expense Report On or Before MM/DD/YYYY

CC Transaction Aging Days greater than or equal to 30

Expense Payee from Expense Report

Created by Worker x Pau

Worktags

Filter Name

Manage Filters Save

1 Saved Filters

Cancel OK

4. **Past Travel Justification:** If you are required to submit a Spend Authorization for travel and it is not completed prior to the travel end date, you must provide a Past Travel Justification Form with your Expense Report. The justification form is available from the Travel Website under Forms. The routing should follow the same routing the Spend Authorization would require. The signatures required depend on the funding source. We will no longer require or accept a retroactive Spend Authorization.
5. **International guests** expecting any type of reimbursement should be set up in Payment Works/Workday as a supplier. The only option available for reimbursement to guests is via check. U.S. checks are not a negotiable financial instrument in several counties. Please plan accordingly. **Please note:** If the University will be paying for travel expenses by University Travel Card and they are not providing a good or service to the University, continue to process as an External Committee Member for credit card reconciliation.
6. **Meals provided in Conference Registration:** Clarification on Conference Schedule/Agenda for meal reimbursement. If you cannot provide a summary or Schedule at a Glance view (example provided below), please indicate on which pages the meal reimbursements are mentioned. *Attachments larger than thirty pages will be returned if not marked with the meals indicated.* This is an Arkansas state mandate for all **state employee** travel.

Tuesday, April 30, 2024 - SLC Technical Conference	
All times in Central	Session Title
8:00 AM	Breakfast & Registration
8:45 AM	Keynote Presentation
9:45 AM	Break
10:00 AM	Session 1 - 3 Separate Tracks
11:00 AM	Poster Session - 1
11:15 AM	Session 2 - 3 Separate Tracks
12:15 PM	Poster Session - 2
12:30 PM	Lunch
1:15 PM	Break
1:30 PM	Session 3 - 3 Separate Tracks
2:30 PM	Poster Session - 3
2:45 PM	Session 4 - 3 Separate Tracks
3:45 PM	Poster Session - 4
4:00 PM	Farewell
4:05 PM	NSF Site Visit Poster Session
5:35 PM	Session 1 (45 min)
5:35 PM	Session 2 (45 min)
5:35 PM	POETS Welcome Dinner; POETS adjourn after dinner

7. Expense Report - **Expense Item Date** must match the purchase date on the receipt. This is crucial for the correct currency conversion during international travel, and to verify dates of official business travel.
8. **Travel Cards** should ONLY be used for business travel services/food. Tangible commodities should never be purchased using a Tcard.
9. **Memberships** are not a travel business service and should be purchased using a Pcard. The only exception is if a conference registration cannot be a separate transaction from the membership fee. A membership justification form is required regardless of payment method.
10. **Reimbursement only Expense Reports** greater than 6 months with no progress toward approval, will be cancelled.

UPDATED STATE TRAVEL REGULATIONS REMINDERS:

- If attending a conference and requesting meal reimbursement, the conference agenda/summary is required (see #5).
- Taxi/Uber/Lyft/Housekeeping/Porter tips are not an allowable expense.
- Anything not listed as tax on the hotel folio should be included in the nightly room rate. Justification is required for all lodging above the GSA limit.

- Mileage reimbursement should be calculated using the Item Details within the Workday Expense Report module. **Combined Mileage Logs are no longer allowed.**
- Travelers are not reimbursed meals at per diem. The state regulation states *actual expenses* up to federal per diem. Meal receipts are not required for the Travel Office, but if attached to an Expense Report, they will be audited for tip percentages and allowable expenses.

The updates to the State Travel Regulations are for **state employee travel only** and *do not affect guest travel*. Guest expenses are not reimbursed at per diem but actual expenses, including taxi tips. Receipts for meals should be maintained at the department and expensed as Guest Meals not Meals Per Diem. All other receipts should be attached and submitted with the Expense Report.

We understand that these changes may impact your work, and we are committed to providing you with all necessary information and support during this transition period.