



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 notable change for the Travel Office with updates to Workday, State Travel Regulations, and an Internal Audit review. I am making my way through the list of updates, but today I am going to address the specific topic of Meals.

In General:

- No expenses for meals will be allowed within the city or town of the employee's "official station", unless it is an Official Function.
- Under no circumstances should the maximum daily Federal Per Diem rates for meals be exceeded. Only **actual expenses** shall be claimed.
- Meal reimbursement is allowed only in connection with overnight travel, whether in state or out of state.
- Receipts are not required by the Travel Office and should not be submitted. If your department requires food receipts, receipts should be maintained at the department level and not submitted to the Travel Office. *Although receipts for meals are not required by this policy, the administrative heads of agencies, departments, and institutions may require them.*

#### 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 at: <https://www.gsa.gov/travel-resources>. ***A copy of the conference agenda will need to be included in the documentation provided for reimbursement.*** If the agenda/summary is greater than twenty-five (25) pages, please highlight and indicate the page numbers where the meals are provided in the memo field.

If the agenda does not indicate if meals are or are not provided, the Travel Office will audit as if the meals are provided. Please include any information from the conference registration indicating that meals are not provided, and the agenda is for scheduling purposes only.

Please submit it as an attachment and do not send web links to conference agendas. These links expire and the information cannot be reviewed by the Travel Office and Internal Audit.

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

Allowances may be made in writing to allow the traveler to claim meal reimbursement if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs;
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs;
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

All allowances should be documented in the Expense Report.

You wouldn't think that expenditures on food could be so confusing but there are 5 different expense items in Workday describing meals. In today's discussion only the first 3 will be addressed as those pertain to most travelers.

- 1.) Meals Per Diem
- 2.) Credit Card Meals Per Diem
- 3.) Food and Beverage
- 4.) Guest Meals
- 5.) Group Meals

## **Meals per diem:**

Allowable reimbursable food & beverage out of pocket expense while on Travel Status

## **Credit Card Meals per diem:**

Credit Card Meals are meals paid for with the University of Arkansas Travel Card while on Travel Status.

## **Food and Beverage:**

Local functions requiring the Official Function Form with Itemized Receipt. This expense item should not be used for Travel Status or paid for with a Travel Card. Itemized receipts are required.

## **UPDATED STATE TRAVEL REGULATIONS REMINDERS:**

- 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.**

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. All other receipts should be attached and submitted with the Expense Report.

## **Training Opportunities:**

Office Hours are scheduled for every 4<sup>th</sup> Thursday of the month. Registration is available at [edp.uark.edu](https://edp.uark.edu). The Teams link will be the same for all sessions so once you've registered, you can join every month until the Spring semester with the same link.

The next Travel Basics Training is scheduled for October 17, 2024, at 2:00 p.m. Registration is available at [UAF Workday: \(BSVC\) Travel Basics Learning Course](#). You must be logged into Workday for link to open.