



UNIVERSITY OF  
ARKANSAS

## Business Services Travel Services

Good afternoon,

The Travel Office received notification last week that the State Travel Regulations have been updated and posted to the Department of Finance and Revenue website at: [https://www.dfa.arkansas.gov/images/uploads/accountingOffice/TravelPolicy\\_StateEmployee.pdf](https://www.dfa.arkansas.gov/images/uploads/accountingOffice/TravelPolicy_StateEmployee.pdf).

The following updates are effective immediately. Any Expense Report created on or after March 5, must adhere to the updated policy. All Expense Reports received without proper documentation and justification will be returned to the initiator for correction.

### UPDATES:

**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.**

**Meals Associated with Other Lodging Types** - Travelers utilizing a rental obtained through an online marketplace for nontraditional short-term lodging or recreational vehicle (trailer/camper) are allowed to purchase food to be prepared on site provided the cost of the food, when divided among the number of travelers, does not exceed the maximum meal allowance per the Federal Travel Directory for the travel destination.

If the traveler is utilizing a Bed & Breakfast (B&B) and specific meals are included as part of the cost of the lodging, then if the traveler chooses to eat those meals out, he or she will not be reimbursed that cost. Documentation will need to be provided showing what is included in the cost of the B&B.

#### **Lodging –**

**Other Types** - Reimbursement for other types of lodging is allowed if a benefit to the State can be shown. This would include nonconventional lodging such as a nontraditional rental obtained through an online marketplace, Bed & Breakfast, lodging with family or friends, and even a recreational vehicle (trailer/camper).

If multiple travelers use a nontraditional rental obtained through an online marketplace, documentation must be submitted breaking down the cost by traveler. In addition, **reasonable cleaning charges** may also be reimbursed if, when added to the cost of the rental, would not cause the amount per traveler to exceed the lodging costs listed in the Federal Travel Directory for the travel destination.

Lodging with family or friends (with or without charge) is allowed, however, the traveler will not be reimbursed an amount comparable to conventional lodging in the area or a flat "token" amount.

Use of a recreational vehicle (trailer/camper) is allowable lodging provided that the cost of parking fees, connection, use and disconnection fees for utilities, electricity, gas, water, sewer and dumping fees do not exceed the lodging costs listed in the Federal Travel Directory for the travel destination for the same length of stay.

### **Transportation -**

Agencies may pay or reimburse the traveler for basic flight (trip) insurance offered by the airline on round trip commercial airline tickets of \$1,000 or more. The insurance should cover the cost of the ticket in the event of flight cancellations or delays caused by weather conditions, mid-flight diversions that force arrival at a different airport, or unexpected injury or illness that prohibits travel.

Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or state-owned automobile; whichever method serves the requirements of the university most economically and advantageously. **If renting a vehicle, please provide justification for renting a vehicle larger than a full-size sedan.**

If choosing to drive rather than fly for distances greater than 800 miles round trip, the University of Arkansas will reimburse at the lower rate of flying versus driving. The comparison will include any additional fees associated with the type of travel (i.e., airport parking, gas, lodging costs due to extended travel, etc.). All comparisons must be done prior to travel and provided with the expense report documentation.

### **Items Not Reimbursable -**

Expenses for personal entertainment, **tips (i.e. taxi, porters, housekeeping staff)**, flowers, valet service, laundry, alcoholic beverages, cleaning, movies, or other similar services are not reimbursable. **Communication expenses** shall be allowed only when necessary for the transaction of official business and properly receipted.

## **REMINDERS:**

With the changes to the American Airlines contract, we will no longer have the option to change the name on an issued ticket. 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.

#### 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.

#### 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/Deans 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.