

### I. Overview

In accordance with the rules and regulations established by the Chief Fiscal Officer of the State, the following Travel Policy and Operating Procedures for the University of Arkansas Community College at Batesville (UACCB) are provided to clarify and provide specific interpretation for employee travel, non-employee travel, and student group travel for all UACCB employees, students, and official guests traveling at the request of the College.

The following Table of Contents is provided for your convenience.

#### A. Introduction

#### B. Employee Travel

- Arrangements for Lodging
- Arrangements for Registration
- Arrangements for Transportation
  - Common Carrier Travel
  - Privately Owned Motor Vehicles
  - State Owned Motor Vehicles
  - Car Rental
- Reimbursement for Travel Expenses
  - Special Authorizations to Exceed Maximums
  - Receipts
  - Non-reimbursable Expenses
  - Meals
  - Lodging
  - Registration Fees
  - Other travel Expenses

#### C. Non-employee Travel

- Travel Arrangements
- Reimbursements
- Lodging
- Meals Reimbursed to a UACCB Employee

#### D. Student Group Travel

### II. Practice

#### A. Introduction

The following travel policies are applicable to all employees, students, and official guests of the University of Arkansas Community College at Batesville. These policies are in agreement with state travel regulations. Prior approval is necessary for all official travel.

The travel day begins at 6:00 a.m., includes breakfast, lunch, dinner, and one night's lodging, and ends the following morning at 6:00 a.m.

A quick reference guide to Domestic Maximum lodging & meal rates is available at <http://www.gsa.gov/portal/content/104877>

Reference: State of Arkansas Travel Regulation), dated November 1, 2011

**B. Employee Travel**

When a UACCB employee must travel for official business, the traveler initiates the process by completing the Travel Request Form (TRF). The traveler is responsible for completing the form accurately and completely and attaching necessary documentation. A copy of the meeting agenda must be attached to the TRF. The form is then signed by the traveler's supervisor and signed by the appropriate Vice Chancellor. The form is then forwarded to the Chancellor. The Vice Chancellor for Finance and Administration is the official campus Travel Supervisor.

While the institution is concerned for the traveler's safety and convenience, it is also concerned that travel be conducted in a responsible and economical manner. The supervisor must be aware of the costs for employees to attend seminars, meetings and training institutes. They should be familiar with reasonable travel costs and with State regulations and university travel policies. They should carefully review the information provided by the traveler on the TRF, and verify that sufficient funds are available to cover the cost of the travel.

**ARRANGEMENTS FOR LODGING**

Lodging reservations must be made by the traveler. The traveler must pay for lodging with personal funds and claim reimbursement. UACCB will not prepay lodging. Approval to use the Ghost card is by exception only. If the cost of lodging exceeds the maximum allowed for that destination, the traveler must attach an exception request to the TRF. The exception request must be approved by the Chancellor and an example is provided at Attachment "A".

If employees share a room, an exception letter must be attached if the applicable single room rate exceeds the maximum allowed. Each employee is responsible to pay and obtain a receipt for his/her share of the bill. One employee may not include on his travel payment request the expenses of another employee.

**ARRANGEMENTS FOR REGISTRATION**

The traveler may chose to pay registration fees from personal funds and claim reimbursement. Alternately, the traveler may choose that UACCB prepay registration fees. A completed registration form and a requisition must accompany the TRF.

**ARRANGEMENTS FOR TRANSPORTATION****Common Carrier Travel**

Air, train or other common carrier reservations must be made by the traveler. The traveler may choose to purchase the ticket from personal funds and claim reimbursement. Travelers should make reservations sufficiently in advance of travel to receive the lowest possible fare.

Alternately, the traveler may choose that UACCB prepay tickets. A requisition must accompany the TRF. To prevent an increase in price, the traveler should forward the approved TRF to purchasing in time to hold the price quoted. Airline tickets purchased with less than a 14 day advance shall be explained in writing to the chancellor and approved prior to purchase.

By state regulation, any free travel earned using UACCB funds must be used in travel for UACCB official business. The use of bonus credits earned while on official business for personal travel is prohibited, and UACCB may recover the full fare value of the ticket from the employee.

### Privately Owned Vehicles

All university employees who are traveling on official business to those cities served conveniently by airlines are expected to use that means of transportation rather than travel individually by automobile. However, if several employees are traveling together, if an employee is combining personal and official travel, or if another valid reason is presented, travel by automobile may be authorized. This exception must be approved by the traveler's supervisor. Employees should use a UACCB fleet vehicle if one is available when traveling by automobile. In such cases, total mileage reimbursement is limited to an amount equal to the total of a constructive travel analysis. The use of the Department of Finance and Administration Trip Optimizer will determine the most economical method of travel. This analysis will include the cost of airfare, travel mileage to/from the airport, airport parking fees and taxi/shuttle fees.

Allowable mileage for out-of-state travel is determined by [www.randmcnally.com](http://www.randmcnally.com). If the employee does not reside in Batesville, the lesser mileage as measured from Batesville or the employee's residence should be claimed. A mileage chart for our most frequently visited destinations in the State of Arkansas is provided at Attachment "B".

In the event that more than one employee travels on official business in the same privately owned vehicle, reimbursement for mileage may be claimed by only the owner of the vehicle.

The university assumes no responsibility for any maintenance, operational costs, accidents, fines, tolls, etc., incurred by the owner of the vehicle while on official business.

### State Owned Motor Vehicles

UACCB maintains a fleet of vehicles for use by employees traveling on official business. Fleet vehicles should be used for official business when they are available. A Vehicle Request Form should be submitted to the Administrative Assistant to the Vice Chancellor for Finance and Administration (F&A). Vehicle keys and gas credit card can be obtained from the Finance and Administration assistant. Only fuel may be purchased with the state credit card. The traveler is required to complete the log sheet kept in the vehicle. Keys should be returned promptly to the F&A assistant along with any fuel receipts. Miscellaneous expenses such as, tolls, minor maintenance, oil, etc., are reimbursable when traveling in a state-owned vehicle. Receipts are required. Submit these receipts with your TR-1 when filling your claim.

As with private vehicles, UACCB assumes no responsibility for any fines, tolls, etc., incurred by the driver while on official business. The driver is required to follow state safety regulations and promptly report any accidents and maintenance requirements.

### Car Rental

Authorization for Car Rental MUST be approved in advance by the Travel Supervisor. Car

rental shall be limited to official business only and shall be allowed only for those occasions where it can be documented that this mode of travel is more economical than taxi, airport shuttle, etc. Any travel other than to and from airport and place of lodging must be documented as official business before consideration of reimbursement will be given. Any portion of car rental expense that is determined to be personal in nature will be the responsibility of the traveler, and the University will not reimburse the employee for such expenses.

### REIMBURSEMENT FOR TRAVEL EXPENSES

When travel has been completed, the traveler may claim reimbursable expenses. The traveler must complete a TR-1 (Department = UACCB; Official Station = Batesville). The Travel Request Form and all necessary authorizations and receipts must be attached.

Reimbursement is to be claimed for actual expenses for meals and lodging not to exceed the maximum allowable rates. Rates are reimbursed based on dates of travel. Dates and time of departure and return must be noted on the TRF. Rates referenced on the TRF are estimates and may be different than reimbursement rates. The maximum **MUST NOT BE CLAIMED** unless actual expenditures for such purposes were actually made. The day of return will always be at the Batesville meal rate!

All claims must be promptly completed by the traveler. Payment will be made only to the traveler. An employee may not include in his/her TR-1 the expenses of another employee traveling in his/her company. Payment may not be approved when claims are made out in the name of a claimant other than the traveler, except as provided for in this policy.

### Special Authorization to Exceed Maximums

Approval to exceed the reimbursement maximum is only given for lodging. There are no exceptions to exceed the maximum meal rates. The reasons for exceeding the maximum lodging rate must be clearly stated in the special authorization section. In general, the only exception to exceed the maximum lodging rate shall be those instances in which the hotel rate where the meeting or conference is held exceeds the maximum allowable lodging rate for the area.

If there is no special travel authorization, travel allowances prescribed by the State of Arkansas will be observed, without waiver, for both in and out-of-state travel.

### Receipts

Original receipts are required for lodging, meals, registration fees, commercial travel, rental cars, and phone calls. Parking, taxis, shuttles, and all miscellaneous expenses must also have an original receipt if the expense is \$25 or more. In no case will hand written receipts on plain paper be accepted as an official receipt. If an original receipt is not available, a copy may be submitted with a detailed written explanation from the traveler. The Travel Supervisor responsible for processing TR-1s has the option to approve or deny this request.

If the traveler has purchased fuel with the UACCB credit card for the state vehicle, this receipt must be returned to the Administrative Assistant for the Vice Chancellor for Finance and Administration.

### Non-reimbursable Expenses

Reimbursement is not allowed for personal entertainment, alcoholic beverages, flowers, laundry, cleaning, or printed items.

Reimbursement may not be claimed for meals, lodging or any items provided free of charge by individuals or organizations. Meals included in a registration fee payment are not to be claimed on a TR-1. Reimbursement may not be made for lodging in a private home.

No expenses for meals or lodging may be allowed within the city or town of the employee's official station except where allowed in this policy. **Reimbursement for in-state meals without over-night travel is not allowed by Arkansas regulation.**

### Meals

The travel day begins at 6:00 am, includes breakfast, lunch, and dinner and one night's lodging, and ends the following morning at 6:00 am.

Breakfast is allowed if departure is before 6:30 am or if return is after 8:00 am. Lunch is allowed if departure is before 11:30 am or if return is after 1:00 pm. Dinner is allowed if departure is before 5:00 pm or if return is after 6:30 pm. In all cases, overnight lodging must be authorized on the day of departure or on the night preceding the day of return and an overnight event must have occurred.

The traveler is only eligible for 75% of the daily allowance of meals on the first and last day of travel. If travel covers a two-day period, then meal reimbursement is up to 75% of the daily allowance for each day. Partial days and meals provided will be taken into account for this reimbursement.

If the traveler stays overnight at no cost to the state, such as with family or friends, a meal may be claimed. The TR-1 must include a statement that overnight lodging occurred at no cost to the state.

Reimbursement may not be claimed for any meal included as a part of a conference registration fee.

Beginning January 1, 2014, receipts for meals are required (**including the case of student activities sponsored travel**), but the reimbursable expense for meals shall not exceed the daily maximum allowed. For partial travel days, a breakout of the Maximum Meal Daily Limit is provided at Attachment "C".

### Lodging

Receipts for lodging are required. The receipt must show zero balance due as proof paid. Receipts should include a breakdown of the nightly room rate and applicable taxes. Reimbursement for lodging is limited to the single room rate. If the room is occupied by more than one person, the single room rate must be noted on the receipts.

### Registration Fees

Registration fees paid by the traveler and not prepaid by UACCB may be included in the Incidentals portion of the traveler's TR-1. A receipt or canceled check for the registration fee must be submitted with the TR-1.

### Other Travel Expenses

Baggage – Transportation or storage for articles used in presentations or official business of the University and standards for handling baggage (other than personal baggage) are allowable expense items. Reimbursement for checked baggage is allowable for one bag only. Original receipts are required.

Parking Fees – Fees for parking a state owned, leased or privately owned vehicles are reimbursable and should be listed on the TR-1. Original receipts for parking fees must be attached to the TR-1.

Telephone Calls – Telephone calls for official UACCB business while in travel status are reimbursable. Original receipts must be provided. Personal calls are not reimbursable.

Taxi/shuttle – Reimbursement for taxi/shuttle shall be limited to official business only. Receipts are required only if the expense exceeds \$25. **Reimbursement for taxi/shuttle to or from the place of lodging to consume a meal is not an authorized reimbursable expense.**

## C. Non-Employee Travel

Occasionally UACCB hosts guests such as candidates for employment, speakers, consultants, and so on. When a non-employee travels on behalf of UACCB, he/she is allowed reimbursement of actual expenses for meals, lodging, transportation and other miscellaneous expenses. Receipts must be provided. A memo of approval must be prepared by the UACCB host and approved by the chancellor. This memo should be attached to the reimbursement request.

### TRAVEL ARRANGEMENTS

A Travel Request form must be completed for the non-employee by the budget manager responsible for reimbursing the non-employee. The budget manager, not the traveler, should sign the TRF.

### REIMBURSEMENT FOR NON-EMPLOYEE

The non-employee must complete a Travel Reimbursement Claim form (TR-1). The budget manager is responsible for informing the non-employee of UACCB requirements for receipts and of UACCB Travel policy.

### LODGING FOR NON-EMPLOYEE

If possible, the budget manager should make arrangements for lodging for the non-employee. The budget manager must submit a complete Purchase Order Request. The hotel will bill UACCB for the non-employee's lodging, referencing the UACCB purchase order. If the

hotel will not accept a PO, the non-employee must pay the bill directly and seek reimbursement in the same manner as an employee.

#### MEALS FOR NON-EMPLOYEE REIMBURSED TO A UACCB EMPLOYEE

If a UACCB employee expends money for the meals of a non-employee, the UACCB employee may seek reimbursement of those funds. The UACCB employee should complete a TRF and a TR-1. The forms must be signed by the budget manager. The name of the nonemployee for whom a meal was purchased must appear on the TR-1. Original receipts are required. Reimbursement of tips or alcoholic beverages for the non-employee is prohibited.

#### **D. Student Group Travel**

See Operating Procedure 535.1, Off-Campus Travel of Students Representing UACCB.

#### **III. Clarifying Points**

A quick reference guide to Domestic Maximum lodging & meal rates is available at <http://www.gsa.gov/portal/content/104877>

Reference: State of Arkansas Travel Regulation dated November 1, 2011. Allowable mileage for out-of-state travel is determined by [www.randmcnally.com](http://www.randmcnally.com).

#### **IV. Attachments**

Attachment “A” - Example of a request for “Exception to Maximum Lodging Rate.”

Attachment “B” - Mileage chart for most frequently visited destinations in the State of Arkansas from Batesville.

Attachment “C” - Meal Chart Reference Guide.

Adopted:	May 6, 2004
Revised:	July 9, 2008
	February 26, 2010
	November 20, 2013
	November 20, 2019

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**INTER**

**OFFICE**

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**MEMO**

**To:** Ms. Deborah Frazier

**From:** ( Traveler )

**Subject:** Exception to Maximum Lodging Rate

**Date:** ( Current Date )

The **National Institute of Staff and Organizational Development (NISOD) 2003 Conference** is scheduled to be held **May 24, 25, 26 & 27** in **Austin, Texas** at the **Sheraton Austin Hotel**. The **conference** has blocked rooms for the conference attendees at the **Sheraton** at the **rate of \$84.00** per night plus tax. The maximum lodging rate for **Austin** is **\$80.00**.

**I am requesting an exception to the maximum lodging rate be authorized** so that (**Why exception is requested; such as "...I may be lodged with the other conference attendees."**)

**Approved** \_\_\_\_\_  
**Date**

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**Ms. Deborah Frazier,**  
**Chancellor**  
University of Arkansas Community College at Batesville



**UACCB Operating Procedure****Travel Policy and Procedures****Procedure 265.0**

Page 9 of 10

Attachment B

**TRAVEL MILEAGE from BATESVILLE to:**

	Mileage			Mileage	
Location	Distance	Round Trip		Location	Distance Round Trip
Arkadelphia	164	328		Little Rock	97 194
Bald Knob	37	74		Lynn	33 66
Beebe	63	126		Magnolia	232 464
Bentonville	200	400		Malvern	142 284
Blytheville	130	260		Melbourne	30 60
Camden	195	390		Memphis, TN	122 244
Cave City	14	28		Mena	233 466
Charlotte	14	28		Monticello	192 384
Clarksville	165	330		Morrilton	102 204
Concord	19	38		Mountain Home	74 148
Conway	84	168		Mountain View	41 82
Cushman	11	22		Mount Pleasant	18 36
DeQueen	264	528		Newark	16 32
DeWitt	142	284		Newport	31 62
El Dorado	211	422		North Little Rock	95 190
Eureka Springs	162	324		Osceola	125 250
Evening Shade	25	50		Paragould	81 162
Fairfield Bay	52	104		Pine Bluff	139 278
Fayetteville	196	392		Pleasant Plains	19 38
Ferndale	114	228		Pocahontas	60 120
Forrest City	100	200		Poughkeepsie	26 52
Fort Smith	214	428		Russellville	130 260
Greers Ferry	43	86		Searcy	48 96
Hardy	47	94		Southside	8 16
Harrison	117	234		Springdale	195 390
Heber Springs	44	88		Stuttgart	116 232
Helena	144	288		Sulphur Rock	9 18
Highland	45	90		Texarkana	241 482
Hope	215	430		Tulsa, OK	338 676
Hot Springs	150	300		Walnut Ridge	55 110
Jonesboro	77	154		West Memphis	113 226

### Meals Chart Reference Guide

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- Breakfast may be claimed if the traveler **leaves** their official station **before 6:30 a.m.** or returns to the home station **after 8:00 a.m.**
  - Lunch may be claimed if the traveler **leaves** their official station **before 11:30 a.m.**, and when returning to home station **after 1:00 p.m.**
  - Dinner may be claimed if the traveler **leaves** their official station **before 5:00 p.m.**, and when returning to home station **after 6:30 p.m.**

Maximum Meal Daily Limit		Breakfast	Lunch	Dinner
100%	55.00	11.00	16.50	27.50
75%	41.25	8.25	12.37	20.63
100%	56.00	11.20	16.80	28.00
75%	42.00	8.40	12.60	21.00
100%	61.00	12.20	18.30	30.50
75%	45.75	9.15	13.73	22.87
100%	66.00	13.20	19.80	33.00
75%	49.50	9.90	14.85	24.75
100%	71.00	14.20	21.30	35.50
75%	53.25	10.65	15.98	26.62
100%	76.00	15.20	22.80	38.00
75%	57.00	11.40	17.10	28.50

**First Day of Travel will be the 75% rate of your destination**

**Last Day of Travel will be the 75% rate of your destination (*this will always be the Batesville, AR rate*)**