**406 Travel Guidelines**

Official Travel for the University, the Travel Permit, and Travel Expense Reimbursement Process (TER) (See Use of University Vehicles and Travel Policy for specific details).

**406.1 All official travel requires** that a travel requisition be submitted through the Distributed Purchasing System (DPS), approved and submitted one week in advance to the Office of Purchasing. The travel permit authorizes travel and states the account number to be charged for the expenses of travel including registration. 6180 is the object code (last four digits of the account number). Most expenses relating to travel must be reimbursed after the expense has been incurred by the traveler. Exceptions are discussed below.

1. If a private vehicle is used for the travel, the owner/operator will receive reimbursement and if an SAU vehicle is used, the charges are paid to the motor pool account. The reimbursement rate is the current rate authorized by the state of Arkansas.
2. Room, meals (unless in registration fee), and other transportation (vehicle rental, etc.) must be reimbursed on the travel expense reimbursement (TER) and generally cannot be paid in advance. Faculty or staff members may obtain common carrier services from non-local travel agencies or on-line travel companies. Examples are:
* Expedia.com <http://www.expedia.com>
* Onetravel.com <http://www.onetravel.com>
* Travelocity.com <http://www.travelocity.com>
* Kayak.com <http://www.kayak.com>

Charges from these companies will also be reimbursed on a TER.

1. Registration fees paid in advance require a purchase order and an approved travel permit. Registration fees should be paid out of object code 6180(last four digits of the account).
2. Rental vehicles –Vehicle rental is provided through state contracts for SAU employees conducting SAU business. The Office of Purchasing maintains rental vehicle information. Rates can also be found on the SAU website at <http://web.saumag.edu/financial-services/travel>.

**Vehicle Rental Procedures Related to Travel**

1. Submit a travel requisition through DPS to the Office of Purchasing. The travel permit should indicate the vehicle class, total cost of rental, and the number of days the rental is required.
2. The Office of Purchasing should receive the request at least 24 hours prior to the date of travel for all vehicles, with the exception of the 15 passenger van, which requires one week notice.
3. The Office of Purchasing will make the rental vehicle arrangements and notify the traveler via e-mail with the confirmation information

4. When leaving on a trip prior to 8:00 am, the traveler should be prepared to pick up the vehicle at the rental location before 5:00 pm on the day prior to travel. If the traveler is leaving on the weekend, the vehicle must be picked up prior to 5:00 pm on Friday.

5. Be prepared to either accept the keys or have someone available who is authorized to accept the keys and sign the rental agreement. The rental agency will require a copy of the renter’s driver’s license before the keys will be issued. The vehicle should be inspected for damage prior to accepting delivery.

6. The vehicle will be provided with a full tank of gas and the renter is expected to return the vehicle empty. The rental company gives SAU a reduced price on fuel. The cost to refuel is then added to the rental contract. Additional fuel purchases for rentals are the responsibility of the renter and will be reimbursed on a TER similar to other travel expenses. Gas tickets will be required to receive a reimbursement.

7. Rental vehicles include the following classes:

(a) Compact, Mid-Size, and Full Size

(b) Mini Van, Pick-Up, SUV, and 15 passenger Vans

*15 passenger vans in section (b) require prior approval of the applicable vice president.*
***15 passenger van drivers must have a Commercial Driver’s License***

 8. For information on group travel contact Kristy Pennington in the Office of Purchasing.

 9. Travel permits that request an SAU bus will be routed to the Physical Plant from the Office of Purchasing. The traveler will be notified via e-mail whether or not a bus is available.

**406.2 A State of Arkansas corporate travel card is available** to qualified full-time faculty and staff for use on official travel.

A Corporate Card Reconciliation form is to be filled out for each trip taken, and submitted to the Office of Purchasing within five (5) days from the return of the trip. The itemized receipts are to be taped to an 8 ½ x 11” sheet of paper. Both sides of the paper can be used. All staples are to be removed. The traveler is responsible for providing a receipt for each charge on the corporate travel card. Failure to do so could result in the suspension of the traveler’s corporate card, and payroll deduction for the expenses not covered.

The Corporate Card Reconciliation form and travel card application form can be found on the SAU website at <http://web.saumag.edu/financial-services/travel>.

For more information, please contact the Office of Purchasing.

**406.3 Travel advances** may be requested when needed with an approved travel permit.

1. Advances for student travel are limited to 90% of the travel permit estimate of out-of-pocket expenses.

 2. Advances for individual travel are limited to 50% of the travel permit estimate of out-of-pocket expenses. The state limits the amount in this fund and, during peak times of student travel, it may not be possible to honor all requests.

 3. The TER must be filed within five days of return from travel to replace the travel advance funds. If excess travel advance funds are not returned within the specified number of days, the due amount will be deducted through payroll.

**406.4 To obtain reimbursement for expenses of official travel**, a Travel Expense Reimbursement (TER) form must be completed and submitted to the Office of Purchasing within 30 days from the return of the trip, provided a travel advance was not issued.

The state of Arkansas only allows reimbursement for actual expenses and in addition has established daily reimbursement limits for lodging and meals. Itemized receipts are required (See exception below).

1.Meal costs will be reimbursed only when the travel includes an overnight stay unless “special authorization” in writing is obtained from the President’s office. Reimbursement will be made as follows:

* 1. To claim meals up to the State maximum, currently $55.00/day, itemized meal receipts must be attached to the TER.
	2. You may submit a request for meal reimbursement without submitting meal receipts for up to $30.00 for a full day of travel.
	3. Meal reimbursements for the first and last day of travel (partial days) will be made as follows:
		1. Up to 75% of the daily meal allowance, with receipts, which totals $41.25 per day.
		2. Up to $20.00 for each day without submitting meal receipts on partial days.

2. Payment of taxes on meals requires receipts that list tax separately.

3. Exceeding daily lodging limits must be approved by the president. Therefore, travelers must request permission to exceed daily lodging limits when the travel requisition is submitted through DPS.

4. The purpose for the trip must be provided on the travel requisition, including the name of the conference, meeting, etc.

5. In lieu of attaching an agenda/program for the meeting or conference attended, space will be provided on the travel requisition to document the web-site, phone number, or other contact information, in order to obtain an agenda/program.

**PER STATE TRAVEL REGULATIONS AND ARKANSAS CODE 19-4-903, TRAVEL REIMBURSEMENT IS NOT A PER DIEM. MEAL REIMBURSEMENTS CAN ONLY BE CLAIMED FOR ACTUAL EXPENSES AND CANNOT EXCEED THE MAXIMUM ALLOWABLE.**

The TER can be found on the SAU website at <http://web.saumag.edu/financial-services/travel>.

**406.5 Personal use of frequent flyer miles or bonus points earned** while on official travel is prohibited by the state of Arkansas. All miles or points must be used for future official travel. The state may recover the full fare value of tickets used for personal travel obtained through miles or bonus points.

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