

PRIOR APPROVAL BEFORE TRAVELING

In accordance with UAMS policies, travel should be approved before occurring. Expenses can be incurred once the manager has approved the Spend Authorization in Workday.

REQUIREMENTS WHEN PURCHASING AIRLINE TICKETS

The State of Arkansas mandates airfare must be a coach/economy class, or the equivalent. "Main Cabin" on the major airlines is allowed, but no upgrades to seats or cabins are allowed. "Plus," "Comfort," and "Premium" are typically upgrades.

Southwest Airlines class fare "Wanna Get Away" is the equivalent. "Anytime," "Business Select," "Senior," or any "Plus" fares on Southwest are upgrades.

METHOD OF PAYMENT WHEN PURCHASING AIRLINE TICKETS

1. Departmental BTA/T-card
2. Personal account

Most departments on campus have a BTA. The BTA is the preferred method to purchase your airline tickets. When the BTA is used, your tickets may be purchased from the major airlines or local travel agencies. Third-party sites are not allowed, per UAMS policy. Extension of business travel to include personal time is not allowed on the BTA.

If your department does not currently have a BTA, your Expense Data Entry Specialist should contact the Expense Partners listed on this brochure.

HOTELS

The State of Arkansas mandates lodging cannot exceed the maximum federal daily lodging rate, without an exception. Workday makes this easy! It's just a memo field on the expense line item. An exception to exceed the maximum should list the benefit to UAMS, for example, safety, networking, transportation costs. (For federal rates, see the second note below).

NOTE:

Travel expenses purchased with personal funds will not be reimbursed until after the trip has completed, in accordance with State regulations. Please note, this includes conference registration fees, airfare, lodging, and rental cars.

REGISTRATIONS

Conference registrations are commonly paid using the departmental BTA/T-card. Tours, sightseeing events, sporting events, exercise events, block parties, wine tastings, boating excursions, and similar activities are not allowed on the BTA.

NOTE:

*Travel allowances can be confusing! The State of Arkansas mandates we follow the Federal Travel Rates, as defined on the General Services Administration (GSA) website. These are also available on your spend authorizations and expense reports.
<https://www.gsa.gov/travel/plan-book/per-diem-rates>*

MEALS

The state of Arkansas allows an employee to be reimbursed for ACTUAL meal expenses incurred during travel, up to a certain maximum for each destination (plus applicable sales tax). This

maximum is determined by the GSA. Tips up to 15% are allowed. The meal cost is the meal, tip, and taxes. This amount cannot exceed the daily maximum for the area. We do not reimburse alcohol, or tips and taxes associated with alcohol.

Itemized meal receipts are not required for every expense report, but itemized receipts may be requested by Expense Management. Additionally, all travelers should retain itemized receipts for audit purposes. UAMS is subject to audit by Legislative Audit, Internal Audit, OSP audit, and private audit.

We're here to help! Please feel free to reach out if you encounter issues while traveling.

VEHICLE RENTALS

The State of Arkansas mandates rental cars should only be used when they are the most economical mode of transportation. Reimbursement will only be done for the most economical mode of transportation.

When you are traveling on official UAMS business you are covered under the UAMS insurance policy. If you do take out the additional vehicle insurance you WILL NOT be reimbursed for it.

The State of Arkansas has a mandatory contract with Enterprise and Hertz Rental. You can use either one, but you must use the state contract. Upgrades are not allowed to a rental car without signed justification. Rentals must be approved by travel before they are booked.

REIMBURSEMENT FOR MILEAGE

Before driving on official UAMS business, you must be enrolled in the mandatory Drivers Safety Program. Mileage is reimbursed only after you are authorized to drive. The current mileage reimbursement rate is .52/mile.

Before reimbursement of any driving-related expense, you must be authorized to drive.

TRAVEL ADVANCES

UAMS may provide a travel advance for those without a method to pay for travel expenses. The travel advance must be requested prior to travel, by at least five days. Advances will not be issued for airfare, registration, lodging, taxi, or shuttle fees, as these expenses can be placed on the departmental BTA. Any unused advance must be repaid to UAMS within 15 days of return.

EXPENSE REIMBURSEMENTS

In accordance with IRS Rules & Regulations governing accountable plans, expenses must be filed within 60 days of the last date of travel.

REQUIRED RECEIPTS

- ▶ Airfare itinerary showing amount paid, payment transaction, class/fare
- ▶ Registration receipt
- ▶ Itemized hotel receipt
- ▶ Itemized car rental receipt
- ▶ Full Uber/Lyft/Taxi receipts
- ▶ Parking (ex: hotel, airport, etc)
- ▶ Itemized fuel receipts, if a rental was driven. No pre-paid fuel receipts
- ▶ Baggage fees, one each way
- ▶ Miscellaneous travel expenses



Travel Management Office

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This pamphlet may be used as a guide when traveling. If you have any questions at all regarding any travel issues or policies, don't hesitate to give the Travel Office a call.

THINGS TO KNOW WHEN TRAVELING FOR UAMS

