NUMBER	**8.4.11**	**DATE: 01/26/2022**
REVISION:	**06/25/2025; 06/25/2026**	**PAGE: 1 of 3**

SECTION:	**FINANCE DEPARTMENT**
AREA:	**TRAVEL AND REIMBURSEMENT**
SUBJECT:	**OFFICIAL FUNCTIONS**

PURPOSE

To define Official Functions and to establish the University of Arkansas for Medical Sciences ("UAMS") procedures for approval and payment of expenses associated with these functions.

SCOPE

This policy is applicable to all UAMS employees and Official Guests.

DEFINITIONS

Official Function(s) shall mean (i) meetings of official institutional committees and advisory groups, internal and external; (ii) receptions or functions honoring students; (iii) faculty and staff functions; (iv) student functions; (v) official Board functions; and (vi) miscellaneous functions in support of the UAMS mission which does not clearly fit into one of the previously identified categories. This definition is in accordance with the UA Board of Trustees Policy's definition of "official functions".

UAMS Official Functions should fall into one of the major areas below:

- Activities or meetings of the Board of Trustees or other institutional committees, internal and external;
- Student activities, such as academic achievements and awards
- External committees and advisory groups, such as accreditation visits
- Official University guests, such as guest speakers, faculty recruits, as well as executive and senior management recruits
- Meetings between UAMS employees and external individuals, when used to promote UAMS clinics, campuses, and other services
- Required clinical and clinical leadership training sessions UAMS faculty/staff must attend at times that do not affect patient care
- Special events that do not fall into the exclusions below.

Official Guest(s) shall mean individuals who are not employed by UAMS or other state agencies and includes candidates for employment, speakers, consultants, or guests who represent UAMS at conferences. Department administrators must determine whether an event involves "Official Guests" who would qualify for reimbursements. UAMS students are excluded from this definition and are ***not*** considered Official Guests, and students must follow State of Arkansas policies.

POLICY

It is the policy of UAMS to ensure compliance with all applicable state and federal laws as well as all applicable UAMS and UA Board of Trustees policies. In accordance with the *State of Arkansas Financial Management Guide,* Title 19, Chapter 4, Subchapter 11, (a), all expenses must be approved before being incurred. Ark. Code Ann. §19-4-1101.

Reimbursement or payment of expenses incurred during Official Functions are made in accordance with the UA Board of Trustees *Official Functions Policy* 260.1, *State of Arkansas Financial Management Guide*, *State of Arkansas Travel Regulations*, UAMS Administrative Guidelines, and IRS Rules and Regulations.

Any individual who incurs expenses without a fully executed Official Function form assumes a personal obligation to the vendor for which the individual may be held liable.

Reimbursement exclusions include, but are not limited to, the following:

- Expenses associated with any event which primarily celebrates the anniversary, retirement/farewell, wedding, birthday, or other significant moment in the life of an individual UAMS employee;
- Alcohol;
- Holiday parties;
- Holiday cards or other similar printed greetings to institutional constituents;
- Expenses for the rental of space, decorations, entertainment, or other arrangements in connection with banquets/events/open houses held solely for the benefit of employees;
- Fees for additional servers' fees (*e.g.*, gratuity exceeding 15%) or linen fees.

In accordance with State of Arkansas regulations, meals provided for UAMS employees or students as a part of an Official Function cannot exceed the maximum allowed for the area, per GSA per diem rates.

The use of a Procurement Card ("P-Card") is not allowed for Official Functions without prior approval from Expense Reimbursement. The use of a Travel Card ("T-Card") is never allowed for Official Functions.

PROCEDURES

1) A letter or memo, describing the benefit to UAMS for the expenses must be provided. For the purposes of Official Guests, such as faculty recruits and guest speakers, UAMS will allow an exception for the reimbursement of one employee for other employee's expenses, as well as for meals in the city of official station and without overnight travel. This exception is the most advantageous and efficient for UAMS. The UAMS Official Function form is allowable, in lieu of a letter or memo.

2) If the event is held on campus in a public meeting space, approval must be sought through UAMS Event Planning at http://events.apps.uams.edu for room space and inclusion on the

master calendar to ensure events do not conflict. Please refer to UAMS Admin Guide 3.1.47, *UAMS Events Policy and Master Calendar Procedure.*

3) If the vendor is direct-billing, the department should enter the approved Official Function request in a Requisition for a Service PO. If an employee is being reimbursed, the approved Official Function form should be included in the Spend Authorization. If using a P-Card, include the approved Official Function form in the verification task in Workday.

4) Approval must be obtained before the event. Funds committed without approval may become a personal liability.

5) Quotes should be provided for outside vendors. The quote should detail the total cost for the event, including all fees (e.g., room rental fees, delivery fees, setup fees). If the quote is not included, and these fees are on the final invoice, they could be removed from payment.

6) If alcohol is present on the receipt, please remove the alcohol and prorate the tips and taxes. A list of all attendees must accompany the meal receipt(s). Itemized receipts should be submitted through an Expense Report against an approved Spend Authorization. Itemized invoices should be submitted to Accounts Payable referencing the approved PO#. Official Functions paid on a P-Card should have the receipt, approved Official Function form, a list of attendees, and event agenda/flyer uploaded in the Verification task.

REFERENCES

University of Arkansas Board Policy 260.1
State of Arkansas Travel Regulations
State of Arkansas Financial Management Guidelines
UAMS Admin Guide 8.4.04, Authority to Travel
UAMS Admin Guide 8.4.05, Travel Expense Reimbursement
UAMS Travel Manual 8.4.05.a, located in the Administrative Guide

Signature: ________________ **Date:** **June 25, 2026**