

UAMS TRAVEL REIMBURSEMENT MANUAL

(UAMS Administrative Guide Guidelines, 8.4.05A)

This manual outlines guidelines for reimbursable travel expenses for UAMS students/employees, and State or UA System employees traveling for UAMS. Departments may have additional and/or more restrictive guidelines. Travel & Expense Reimbursement does not manage departmental policies or procedures.

The following instructions are consistent with UAMS Admin Guide 8.4.01, 8.4.05, and [State of Arkansas Travel Policy](#). These instructions are also consistent with Internal Revenue Service (IRS) regulations and generally accepted prudent business practices.

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Definitions/Acronyms

- **Expense Report (ER)** refers to the request for reimbursement business process in Workday.
- **Spend Authorization (SA)** refers to the expense approval business process in Workday, which occurs prior to expenses being incurred.
- **Travel & Expense Reimbursement (T&ER)** refers to the Supply Chain department that manages expense reimbursement for UAMS.
- **Travel Card (T-Card)** refers to the corporate credit card used for travel expenses. T-Cards are issued to individuals representing departments/service areas at UAMS.
- **Privately Owned Vehicle (POV)** refers to a vehicle in the personal possession of the traveler, not owned or managed by UAMS.
- **Business Process** refers to the workflow of a task/event in Workday.
- **Business Event** refers to the event the traveler attends (e.g., conference, site visit, patient visit).
- **Travel Window** refers to the allowable timeframe during which travel expenses are acceptable.
- **Business Justification** refers to the reason for and benefit to UAMS associated with the Business Event.
- **Official Station** refers to the geographic location or address where the employee normally reports for duty and/or spends the majority of their productive time, which is designated by UAMS in the Work Address field of the employee's Workday profile. Official Station must be current in Workday. See UAMS Admin Guide 8.4.01.
- **Personal Expense** refers to an expense not associated with the Business Event or Business Justification, including any expense incurred during Personal Time taken.

Policy

1. GENERAL GUIDELINES FOR REIMBURSEMENT REQUESTS

1. All travel requires business justification. Business justification should indicate purpose, dates, location, and agenda/schedule/itinerary.
2. Expense Reports (ER) must be submitted within 60 days of the final day of the travel window. The traveler's supporting documentation must be included in the submission. Expenses submitted outside of the 60-day window may not be reimbursed.
3. The travel window for an event is contingent upon the event agenda/itinerary.

- 3.1. Travelers may arrive at their destination the day prior to the event start date if the event starts in the morning. For international travel, travelers may arrive at their destination the day prior to the event start date, regardless of the event start time.
- 3.2. Travelers may depart from their destination the day after the last event date if the event ends after 3:00pm.
4. Travel exceptions (e.g., lodging overage) require supporting documentation indicating approval for the exception. Such approval must have been obtained **prior** to the travel event. Supporting documentation varies depending on the type of exception. Procedures for exceptions are obtained from Travel and Expense Reimbursement (T&ER).
5. Expenses paid by the traveler cannot be claimed prior to travel concluding.
6. Cancellations and changes to travel itinerary which result in cost (e.g., no-show fees, early check-in and late check-out fees, flight changes to a more expensive flight) made by the traveler require adequate business justification.
 - 6.1. If such expense is incurred on the T-Card without business justification, the T-Card will need to be reimbursed.
 - 6.2. If such expenses are incurred by the traveler without business justification, they are not reimbursable.
 - 6.3. Family emergencies exempting the traveler from liability for such expenses include emergencies resulting in hospitalization or death; documentation may be requested.
7. Request for reimbursement must be supported by clear, dated, itemized receipts for expenses.
8. WD will convert non-USD currency to USD for certain expense items. Expenses for which WD will not convert the currency to USD must be converted to USD using Oanda.com. The conversion must be attached in the ER.
9. T&ER may approve detailed bank statements in lieu of an itemized receipt when an itemized receipt is not available. Approval should be requested before submitting an ER.
10. The use of a travel agency, and corresponding agency fees, are allowed.

2. SPEND AUTHORIZATIONS

1. An approved Spend Authorization (SA) is required for out-of-state and international travel.
2. SAs should include an expense line for every anticipated expense associated with the travel event.
3. Expenses may not be incurred until an SA is approved.
4. SAs for international trips must include approval form from International Compliance.

3. PERSONAL TIME

1. Reimbursement may only be requested for business expenses incurred during the travel window for the business event.

2. Expenses incurred outside the travel window are not reimbursable and may not be paid and/or booked with a T-Card as they are considered personal expenses.

Please note this means airfare for dates outside the travel window must be paid for by the traveler. See the [Airfare section](#) for information on receiving reimbursement for a flight with dates outside the travel window.

3. Lodging outside the travel window must be booked by the traveler separately from lodging for the business event.

4. WEATHER IMPACTING TRAVEL/ADDITIONAL LODGING

1. Pre-travel: Inclement weather ahead of a travel event is not accepted as business justification to support adding travel expenses (e.g., arriving a day early to avoid inclement weather on the original travel start date). It is the general recommendation that if it is too dangerous to travel, the traveler should cancel their trip.
2. During travel: adding a hotel night or changing flights is allowable/reimbursable when there are airport closures or flight cancellations and rebooking options are not available. All flight cancellations must be supported by communication from the airline (e.g., emails, text messages) and included as supporting documentation in the ER.

5. USE OF T-CARD

1. Non-allowable charges on the T-Card will require repayment by the traveler or travel processor who incurred the charge.
2. Personal and/or incidental expenses (e.g., parking, room service) should not be paid with the T-Card. A personal card should be provided for incidentals.
 - 2.1. If incidentals are erroneously charged on the T-Card, the associated expense must be itemized and marked as "Personal Expense" in Workday. The incidental expenses may be claimed on an Expense Report if they are allowable.
3. T-Card transactions must be reconciled on an Expense Report no later than 14 days after the Posting Date.
4. Pattern of misuse or failure to reconcile card transactions can result in card suspension and/or card termination. If a card is terminated, the cardholder will no longer be eligible to obtain a corporate credit card for UAMS, and department access may be jeopardized.
5. Travel & Expense Reimbursement is responsible for assigning credit limits. Historical use is the basis upon which limits are set and/or decreased.
6. T-Card may not be used to book travel expenses through third party booking sites (e.g., Expedia, Travelocity).
7. Use of T-Card for car rental is only permitted when the rental is supported and approved as required by rental guidelines. See the [Transportation, General](#) section.
8. If a less than advantageous method of travel is leveraged, use of T-Card for the transportation expense is not allowed.

9. T-Card may not be used for airfare if the travel dates are not within the travel window.
10. If a flight purchased with T-Card is cancelled and the airline issues a credit to the traveler instead of a refund to the card, please maintain a log of the credit to be used for a future business purpose as soon as the opportunity arises.
11. Luggage/baggage fees are allowable on T-Card. See the [Common Carrier Section](#) for details on allowable luggage fees.
12. Lodging booked on T-Card may only include days within the travel window for the business event.
13. T-Card may not be used for lodging if the traveler shares lodging with non-UAMS travelers (e.g., family) **and** requires a room that is more expensive than a standard single occupancy room.
14. T-Card may not be used for non-hotel lodging (e.g., Airbnb, VRBO) without T&ER pre-approval.

6. MEALS

1. Meals claimed for reimbursement are to be actual expenses incurred.
2. Reimbursement for meals may not exceed the GSA Meals & Incidental Expenses (M&IE) total. This amount includes state and local sales tax, fees (e.g., credit card fee, delivery fee), and gratuity (tip).
3. Reimbursement for meals on travel days (first and last day of travel) may not exceed 75% of the maximum allowed for the destination.
4. Tips on meals are reimbursable up to 15% of the meal subtotal (i.e., total before taxes and fees).
5. Reimbursement for meals is not allowed without overnight travel. Proof of overnight travel must be included in the ER.
6. Meals are not allowed within the city of the employee's official station or between the employee's residence and city of official station. This includes meals at an airport located in the city of Official Station. If you believe circumstances warrant meal reimbursement, approval for reimbursement may be requested from Travel & Expense Reimbursement (T&ER).
7. When a meal receipt has expenses for individuals other than the traveler, it is the responsibility of the traveler to indicate which items they are claiming. Tax and tip will be reimbursed only for the items indicated by the traveler. Meals/meal items for other than traveler not allowed.
8. Alcoholic beverages and associated tax/tip are not reimbursable and should not be included on receipts.
9. Meals that are included in a business event must be deducted from the M&IE allowable reimbursement total. Exceptions based on health limitations, religious beliefs, or scheduling conflicts can be requested from T&ER. Justification and documentation must be provided.
10. Meals delivered by a meal delivery service (e.g., UberEats, DoorDash) are reimbursable. All fees associated with the meal delivery count as part of the per diem expense. Tips on meals delivered are limited to 15% of meal subtotal.

11. Refer to the [Ground Transportation section](#) for guidance on reimbursement for rides (e.g., rideshare/taxi) to meals.
12. Meal receipts must be itemized and should indicate date, and name and address of restaurant.

7. LODGING

1. The rate of lodging is not to exceed the GSA Daily Lodging Rate for the location.
 - 1.1. If lodging exceeds the maximum daily allowance, a signed Travel Exception Form (TEF) must be obtained prior to travel and be included in the ER.
 - 1.2. The TEF must include a business justification for exceeding the GSA lodging rate.
 - 1.3. Cost Center Manager signature on the TEF is always required.
 - 1.4. T&ER may request additional approval up to Dean, Vice Chancellor, and Chancellor contingent upon the amount of the overage.
 - 1.5. A traveler may not approve their own overage.
2. Lodging is limited to the single room rate. In situations where more than one person occupies a room, the single room rate still applies (i.e., sharing a room does not mean the GSA limit is multiplied by the number of people in the room).
3. Lodging within 60 miles of the city of official station or residence is not allowed.
4. Receipt ("folio") must not show a balance due.
5. Lodging receipt must be itemized and should include name and address of lodging establishment.
6. When two or more travelers from UAMS split lodging costs, the travelers should request separate folios from the hotel. Hotel expense may only be claimed by the traveler(s) named on the hotel folio. The name and SA # for each room occupant should be indicated in a comment/memo on associated ERs.
7. The use of non-hotel lodging such as AirBnB or VRBO is not allowed without pre-approval from T&ER. T&ER will require documentation indicating the lodging is more advantageous than hotel, price per person (to be calculated including all fees), business justification, and documentation indicating location of the lodging site. The total approved by T&ER is the maximum reimbursement for lodging.
8. The traveler may utilize third party booking if using a personal form of payment with the following stipulations:
 - 8.1. Cost comparison (booking direct through vendor) must be provided. The lesser of the two will be reimbursed (comparison vs. actual).
 - 8.2. Receipt must include hotel name, address, dates of stay, nightly rate, and itemization of fees and taxes.

8. TRANSPORTATION, GENERAL

1. Travel method may include plane, train, bus, taxi/rideshare, private vehicle or aircraft, rental vehicle, or state-owned vehicle.
2. Whichever method is used, it must be the most economical to UAMS and the State of Arkansas. T&ER provides worksheets that must be utilized to determine the most advantageous method of travel.
3. Not owning or having access to a Personally Owned Vehicle (POV) does not preclude the traveler from including POV in worksheets to determine most advantageous method of travel. If POV is the most advantageous method of travel and POV is unavailable to the traveler, reimbursement will be limited to the expense amount estimated for POV.
4. If a less than advantageous method of travel is used, use of T-Card for the travel expense is not allowed and traveler's reimbursement will be limited to the amount estimated for the most advantageous method of travel.
5. All travel must originate from and return to Official Station and may only include destination sites supported by the business justification for the trip. Adequate business justification, as determined by T&ER, is required for any travel deviating from Official Station and permissible destination sites.

9. COMMON CARRIERS (AIRFARE)

1. Travel by commercial air must utilize an economy fare type. Some airlines may have multiple tiers of economy fares. Upgraded airfares that will not be considered economy include fares that: refund original payment form, have larger seats or other similar comfort features, preferred seat selection.

Please note economy fares issue refunds in the form of flight credits. Refunds to original payment form are generally only available through upgraded fares, which are not considered economy.

2. Upgrades to fare type are not allowed without documentation indicating cost savings.
3. Tickets should be purchased at least 14 days in advance. In situations where tickets were purchased less than 14 days in advance, a signed Travel Exception Form must be included in the Expense Report detailing the reason for the exception.
4. Travelers must save documentation supporting flight cancellations originating from the airline (e.g., emails or text messages from airline). Such documentation must be provided by the traveler if the cancellations result in flight rebooking or other changes to the travel itinerary.
5. A flight delay is not sufficient justification for additional lodging expense. See the [Section Weather Impacting Travel/Additional Lodging](#) for details.
6. If traveler purchases non-permissible airfare (e.g., upgraded fare, travel dates outside travel window), a comparison flight search must be provided.
 - 6.1. The most advantageous flight that permits the traveler to depart/arrive on time for the business event should be used as the comparison.
 - 6.2. The traveler's reimbursement will be limited to the lesser of the two (i.e., actual versus most advantageous comparison).

7. Reimbursement of baggage fees through common carriers is limited to one standard checked bag each way.
8. If a traveler is carrying additional work materials (e.g., booth equipment, research supplies), which results in requiring an additional checked bag, a cost comparison for shipping materials directly to the destination should be obtained. The most advantageous method of transporting the extra bag must be used.
9. A complete receipt with the passenger's travel itinerary, name, fare, itemized cost, and payment transaction must be attached to the ER.
10. The traveler may utilize third party booking if using a personal form of payment, with the following stipulations:
 - 10.1. Cost comparison (booking direct through vendor) is required. The lesser of the two will be reimbursed (comparison vs. actual).
 - 10.2. Receipt must include complete itinerary (i.e., airline, fare type, dates, times, destinations) and fee itemization (i.e., fees, taxes).

10. PRIVATELY OWNED VEHICLE (POV)

1. Travelers may use their privately owned vehicle and claim mileage for reimbursement when traveling within the state of Arkansas. The rate of mileage reimbursement is determined by the Chief Fiscal Officer of the State of Arkansas.
2. Mileage is not allowed for travel to/from official station and residence.
3. Employees may be reimbursed mileage to and from official station and the airport.
4. Mileage will be reimbursed from the official station, as indicated in Workday, unless their home address is closer, or the event is after hours.
5. Mileage shall be the shortest major highway route possible.
6. If mileage is incurred for work unrelated to an event (e.g., conference), business justification must include a travel memo signed by the traveler's supervisor indicating the purpose of travel as related to the traveler's job responsibilities. A mileage log alone is not sufficient business justification.
7. Google Maps is the UA Systems' preferred resource for determining mileage and is integrated into the Workday tool. If the Workday tool is not leveraged, maps/screenshots must be provided to support the mileage claimed.
8. Documentation/log of mileage claimed for reimbursement must include the date, starting address, ending address, official purpose, and miles driven. Such documentation most often takes the form of a mileage log.
9. When two or more employees travel on official business in the same personal vehicle, reimbursement shall be limited to the owner of the motor vehicle only.
10. UAMS has no responsibility for any maintenance, operational costs, accidents, fines, insurance, roadside assistance, etc., incurred by the operator of any personal vehicle used while on official business.
11. All applicable laws and regulations must be followed in the operation of any vehicle on official business, including compliance with the UAMS Safety Program. Employees must be authorized to drive on UAMS business before

they can be reimbursed for any driving-related expenses, such as mileage, parking, rental car fees, etc.

12. POV used in performance of official UAMS business may not display any political advertising.

11. STATE-OWNED VEHICLE

1. Travelers requesting the use of a UAMS-owned vehicle must submit a vehicle requisition as required by and in compliance with guidelines from Institutional Support Services, Security and Support Services.

12. RENTAL VEHICLE

1. State contracts must be utilized for rental vehicles.
2. Travelers may not rent a vehicle solely for the purpose of travel to and from the airport or as convenience for meals.
3. The use of a rental vehicle must be more economical than taxis or shuttles.
4. For car rental use within the United States, its territories/possessions, Puerto Rico, and Canada, the optional collision Damage Waiver (Loss Damage Waiver) offered by car rental companies should be declined, as UAMS provides this coverage.
5. When renting a vehicle, the driver should conduct an inspection of the vehicle before taking possession of it. If any existing damage is noted, please annotate this on the forms. Failure to do so can create liability issues for UAMS.
6. Only Compact, Economy, and Full-Size vehicles are allowed. The vehicle must best suit the business need. If travel circumstances require a larger vehicle, approval must be obtained from T&ER prior to travel.
7. The final receipt, not the reservation/confirmation, must be attached to the Expense Report. Final receipt must indicate pickup/drop off dates, vehicle type, amount charged per day, and itemized cost.

13. PRIVATELY OWNED AIRCRAFT

1. Privately owned aircraft are allowed for travel on UAMS business, with the rate of reimbursement determined by the Chief Financial Officer of the State of Arkansas.
2. If a privately owned aircraft is utilized, economic feasibility as compared with a commercial aircraft must be provided to Travel & Expense Reimbursement. A comparison commercial flight will be used, and the most economical mode will be reimbursed.

14. OTHER TRAVEL EXPENSES

A. PARKING FEES

1. Airport parking is a reimbursable expense when travel by commercial air is supported as the most advantageous method of travel. Parking fees must be

the most economical option available at the airport. Supporting documentation indicating parking options/rates is required for airports outside of Arkansas.

2. Parking fees at hotels and conferences are reimbursable expenses when driving is supported as the most advantageous method of travel. Parking fees must be the most economical option available. Supporting documentation indicating parking options/rates is required.

B. TOLL FEES

1. Toll charges are reimbursable if use of vehicle is justified.

C. GROUND TRANSPORTATION/TAXI/RIDESHARE

1. Ground transportation is reimbursable with official business justification.
2. Ground transportation for meals is reimbursable for rides in the immediate vicinity of the traveler's hotel/conference site, within 2 miles. Travelers in rural/remote areas without meal options in the immediate vicinity may be reimbursed with supporting map(s) indicating why a distance >2 miles for meal transportation was required.

Please note traveler *meals* are reimbursable regardless of distance from hotel/conference site.

3. Tips for ground transportation are not allowed.
4. Basic economy fare must be used. Large-vehicle fares are acceptable if there are 4+ UAMS travelers sharing the ride.
5. Add-on fees for taxi/rideshare are not reimbursable.
6. Travelers utilizing a non-standard fare will not be eligible for full reimbursement. An estimate for standard fare from Ride Guru must be provided and the traveler may be reimbursed the lesser of the two (actual vs. estimate for standard fare).

D. FUEL

1. Fuel is only reimbursable for travelers utilizing an approved rental vehicle.
2. Receipt must indicate gallons and price per gallon paid.

E. REGISTRATION/CONFERENCE FEES

1. Add-on social/networking events are considered a personal expense. Meals provided with add-on events that are paid by the traveler may be claimed as part of meals per diem.
2. Guest registration fees are considered a personal expense.
3. If membership is purchased in conjunction with a conference fee, a Membership Justification Form is required.
4. Itemized payment receipt indicating name of event and amount paid must be attached to the Expense Report.

F. COMMUNICATION CHARGES

1. Communication charges (e.g., internet, phone cards) are reimbursable with adequate business justification which demonstrates benefit to UAMS.

G. INCIDENTALS

1. Incidental expenses, directly related to the purpose of travel *may* be allowed with adequate business justification and supporting receipt(s).