

Division of Agriculture Travel Policy

General Statement of Policy

All travel processed through the Division of Agriculture must adhere to University of Arkansas Travel Services policies with exceptions noted below. Due to the nature of Division travel and the accounting systems used within the Division, this policy and procedures statement addresses our special needs that are not included in the University of Arkansas Travel Services policy. The Agricultural Experiment Station (AES) uses the BASIS system for all allowed travel expenses regardless of source of funds. The Cooperative Extension Service (CES) uses the BANNER system for all allowed travel expenses regardless of source of funds. The Agricultural Development Council, University of Arkansas Foundation does not process travel claims. However, ADC funds may be transferred to BASIS or Banner through an approved Payment Authorization to reimburse travel related expenses. This prevents the possibility of duplication of travel related expenses.

Policies and Procedures Specific to the Division:

While travel policies for AES and CES are the same, some procedures and forms necessarily differ due to the different accounting systems and management structures. AES travel procedures fall under University of Arkansas Travel Services at <http://travel.uark.edu/>. CES travel procedures can be found at <http://www.uaex.edu/extension-policies/system-management/travel/>.

Policies and Procedures specific to the Division of Agriculture that may differ or not be addressed in the "University of Arkansas Travel Services" policies referenced above :

- 1) No new "Traveler" TCards are allowed as of 1/1/12.
- 2) Vehicle Use Policy – see [PMGS-05-2](#)
- 3) Reimbursement of meals for one-day travel without an overnight stay is not allowed.
- 4) When choosing to drive rather than fly, the reimbursement for mileage may not exceed the following:
 - a) Lowest cost airfare for a reasonable schedule booked more than two weeks in advance of travel
 - b) \$8/day airport parking
 - c) Roundtrip mileage from home office to nearest airport
 - d) \$50 for roundtrip taxi or shuttle to and from hotel/airport

Exceptions can be made when multiple persons are traveling together and savings are documented. Justifications for exceptions must be included in the Travel Authorization description and preapproved by the Associate Director for Finance and Administration (AES) or Chief Financial Officer (CES) or their designees.

- 5) For domestic travel an employee is considered on travel status a maximum of one day before and one day after the official "event," based on the discretion of the manager. Exceptions may be allowed when the most economical and advantageous method of travel requires more than one day of travel. Justifications for exceptions must be included in the Travel Authorization description and preapproved by the Associate Director for Finance and Administration (AES) or Chief Financial Officer (CES) or their designees. For AES, this approval process is electronic, through the BASIS system, and the justification must be entered in the F9 description field of the Travel Authorization.

- 6) To be consistent with state policy, the Division will not allow meals *PLUS tax* to exceed the per diem.

- 7) If change fees are business related, justification for the ticket change should be documented when requesting reimbursement.