

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 (ADC) does not process travel claims. However, ADC funds may be transferred to BASIS or Banner through an approved mechanism (Payment Authorization for Banner, automatic for BASIS with use of an 0393 cost center) 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 sum of the following (and must be documented):
 - a. Lowest cost airfare for a reasonable scheduled flight 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 or in other extenuating circumstances. Justifications for exceptions must be included

in the Travel Authorization description and preapproved by the Associate Director for Finance and Administration (AES) or Assistant Director of Operations (CES) or their designees.

- 5) For domestic travel an employee may be 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 Assistant Director of Operations (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.
- 8) An employee may not request reimbursement for lodging if: (a) the employee or any member of the employee’s immediate family has an ownership interest in the lodging place (other than stock ownership of a publicly-traded company); or (b) the employee stayed with family, friends, or otherwise did not incur lodging expenses.
- 9) If travel is sponsored by a third party, either in whole or in part, a travel authorization is still required and must identify the sponsor(s) by name in the description and the expenses that they will be providing.
- 10) If lodging is not claimed for any night (other than a “personal day” in which no expenses are claimed), the travel claim should indicate who provided the lodging and where.
- 11) The travel authorization must clearly identify the actual travel begin/end dates (inclusive of any personal days). Accordingly, in the case of air travel, the flight itinerary dates must match the dates in the approved travel authorization. If plans change from the dates that were approved, a revised travel authorization should be submitted for approval prior to travel.
- 12) Dates for all personal days and annual leave days should be clearly identified in the travel authorization. The dates that should be considered personal days (days in which travel expenses are not allowed to be claimed) are those in which the traveler is not engaged in a business activity or allowed travel time. Any personal days that fall on a regular workday would be considered annual leave days. Additionally, for exempt employees, if the addition of personal days to a trip causes travel days to fall on a workday when they otherwise would not have, those days would also be considered annual leave days (even though travel expenses would be allowed on the

travel day(s) as usual). (See appendix for examples).

NOTE:

Travelers needs to be aware that if a rental car is used on personal days and/or for any activities that are outside the scope of their employment, they may be personally liable for any damage/injury incurred and accept the risk if they use a rental in such a case. In any event, the cost of a rental is not reimbursable for any personal days.

APPENDIX

DETERMINING PERSONAL DAYS ASSOCIATED WITH BUSINESS TRAVEL

Personal days are any days that the traveler is gone and is not engaged in the business activity for which the authorization was approved (with the exception of allowable travel days).

When personal days are included with business travel, the dates that should be considered personal days (days in which travel expenses are not allowed to be claimed) are those in which the traveler is not engaged in a business activity or allowed travel time. Any personal days that fall on a regular workday would be considered annual leave days. Additionally, for exempt employees, if the addition of personal days to a trip causes travel days to fall on a workday when they otherwise would not have, those days would also be considered annual leave days (even though travel expenses would be allowed on the travel day(s) as usual).

EXAMPLE 1:

John, an exempt employee, travels to Boston for a conference held 9/30/18 thru 10/4/18. John only plans to attend the last 3 days of the conference (10/2 thru 10/4). John plans to depart 10/1 and return 10/8, as he wants to remain in Boston on vacation for a couple days.

The travel dates are: Mon. 10/1 and Mon. 10/8

The event dates are: 10/2 thru 10/4 (**NOT 9/30 thru 10/4**)

Personal days (days which a) expenses may not be claimed and b) annual leave must be charged if it is a regular work day): 10/5, 10/6, 10/7

Additionally, expenses may be claimed for the return travel day (Mon. 10/8) and no annual leave would need to be charged for that day since the traveler would have returned on a regular workday, Friday, 10/5 if the trip had not included personal time.

EXAMPLE 2:

Sarah, an exempt employee, plans to travel to Florida for a conference held 7/9/18 thru 7/13/18. She wants to spend time on the beach before and after the conference. She leaves on 7/6 and returns on 7/16.

The travel dates are: Fri. 7/6 and Mon. 7/16

The event dates are: Mon. 7/9 thru Fri. 7/13

Personal days (days which a) expenses may not be claimed and b) annual leave must be charged if it is a regular work day): 7/7, 7/8, 7/14, 7/15

Additionally, while expenses may be claimed for the two travel days (Fri. 7/6 and Mon. 7/16), annual leave would need to be charged for both of those days since the traveler would have left and returned on non-work days (Sun. 7/8 and Sat. 7/14), if the trip had not included personal time.