

The Department of Finance and Administration updated their travel regulations effective November 1, 2014. I wanted to briefly give you some of the changes that have been made. Some of the items are not new, but are included just to give you a brief refresher. They are as follows:

1. Commercial airline tickets should be purchased 14 days prior to the travel if possible. Airline tickets purchased with less than 14 days advance shall be explained in writing to the President and approved by her in writing prior to the purchase of the airline ticket.
2. The maximum allowance for meals includes taxes and up to 15% tip reimbursement as provided in ACA 19-4-925(b). In other words, you cannot exceed the meal allowance in the Federal Travel Directory under no circumstances.
  - A. Meal reimbursement is allowed only in connection with overnight travel, whether in state or out of state unless "special authorization", under ACA 19-4-903, is given in writing by the agency head.
  - B. Please note that travel reimbursement is **NOT** a per diem, and is to be claimed for **ACTUAL EXPENSES FOR MEALS AND LODGING NOT TO EXCEED THE MAXIMUM ALLOWABLE RATES AS LISTED IN THE FEDERAL TRAVEL DIRECTORY PLUS APPLICABLE SALES TAX.**
  - C. You are only eligible for 75% of the daily allowance for meals on the first day and the last day of travel. If your travel covers two days, you will only receive 75% for each day. **For partial days, meals charged must be in proportion to the time in travel status and may not exceed the applicable meal stated in the Federal Travel directory.** Even with this, you may not claim more than your actual expenses for meals up to the limit stated in the Federal Travel Directory.
3. Reimbursement for checked baggage fees is limited to the first bag only. Additional bags must be paid by the employee. **(Original Receipts are required for reimbursement)**
4. Transportation: Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or state-owned automobile; whichever method serves the requirements of the State most economically and advantageously.
  - A. Plane, Train, bus, Shuttle (if applicable) will be prepaid directly by Travel Card
  - B. Taxi and Shuttle are eligible for reimbursement **(Original Receipts are required for reimbursement)**
  - C. Please use Carlson Wagon when making flights arrangements for any conference. Candace will arrange lodging for trips that requires overnight stay.
5. **Incidentals:** PLEASE NOTE: The "IE" allowances as stated in the Federal Travel Directory are for incidentals. The Federal Travel Regulation ([www.gsa.gov/ftr](http://www.gsa.gov/ftr)) Chapter 300, Part 300-3, under Per Diem Allowance, describes incidental expenses as:
  - A. Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships which cannot be reimbursed under state travel regulations.

- B. Incidentals are specifically defined and provided for and must be listed separately and explained on the Travel Reimbursement Request Form (TR-1).
6. **Meals and incidental expense (M&IE) rate does include taxes and tips on meals in the rate, so travelers will not be reimbursed separately for those items.**
  7. Lodging rates per Federal Travel Directory exclude room taxes and should only be exceeded by the room tax amount. The hotel room tax rate should be listed on the Travel Reconciliation Form or shown itemized on the hotel receipt. **(Original receipts must be submitted with TR-1)**
  8. Expenses for personal entertainment, flowers, valet services (including valet parking), laundry, alcoholic beverages, cleaning, movies and similar services **are not** reimbursable.
  9. Parking:
    - A. Self-Parking is the only parking that can be reimbursed on your TR-1 **(Original receipts must be submitted with TR-1)**
    - B. Valet Parking- **is not an reimbursable** expense on your TR-1
    - C. Meter Parking- **is not reimbursable** expense on your TR-1
  10. A travel advance is limited to 50% of anticipated meals and other travel expenses **except** airfare, lodging, vehicle rental and conference registration. **These items should be direct billed to the college using the Sponsored Business Travel Card.** If you obtain a travel advance, it must be repaid within 15 working days after you return to your official station.
  11. The state-wide car rental contract must be used for travel to another city outside your designated official station. You must go to the DFA website, <http://www.dfa.arkansas.gov/travel/documents/tripoptimizer.xls> to determine is a rental is more economical than driving your personal vehicle.
  12. The current mileage rate for private vehicle is \$0.42 per mile. If you happen to own aircraft that you choose to travel in, then it is \$0.52 per mile. (Frequent Mileage Reimbursement Chart is available on the PTC Website under Accounts Payable)
  13. Federal Travel Directory is enclosed for your use and also the Meals allowance chart is also enclosed.
  14. Also, enclosed are the travel documents (TR-1 form, Travel Calendar, State Vehicle Safety Documents and the travel reconciliation form) for your convenience. **Drivers must have clearance from Human Resource to drive on official business.**
    - A. **TR-1 & Travel Reconciliation forms must be submitted for reimbursement within 60 days from returning from your trip to Accounts Payable.**
  15. If you have any questions, please feel free to call Alice Evans at 812-2827 or Candice Roberts at 812-2820.