



A-STATE TRAVEL PROCEDURES OVERVIEW

Garry Patterson, Laurie Ellis, Misty Adams and Traci Ellington

REQUIRED APPROVALS

- All official travel away from the campus or the city must be authorized through a Request in Concur.
- Travel Requests should be made at least 48 hours prior to departure for those without a cash advance, 10 days prior for those that require a cash advance.
- Travel Requests should be fully approved prior to making charges on a state travel card (T-Card).
- All employees that drive for the University must complete and submit a VSP1 and VSP2 form.
 - For Full Time employees the forms are part of the new hire packet and the employee must still provide a copy of their drivers license to Risk Management.
- For student drivers, a memo of approval from the VC/Provost must accompany the VSP1/VSP2 form and copy of the driver's license.





SPECIAL APPROVALS

- Vice Chancellor approval is required for the following circumstances:
 - All travel outside the 48 contiguous states
 - Length of travel time exceeds 7 days (except for Blanket Requests)
 - Cost of travel exceed \$2,500
 - More than 5 members in the travel party who will seek reimbursement for expense
- Any Expense Report that exceeds 25% of the Request report will need a justification in writing in the “Additional Information” section and approval by the supervisor.
- Export Control (Jenny Estes) must approve all Travel Requests outside of the 48 contiguous states.

DAY TRAVEL

- Meal reimbursements for travel without an overnight stay must meet the following conditions:
 - Must be out of town 10 hours or more.
 - A memorandum of explanation that justifies the request for reimbursement of meals signed by the traveler and the traveler's supervisor must be submitted with the Expense Report.
 - Itemized meal receipts are required
 - Meals with itemized receipts may be reimbursed up to the daily maximum allowable.





ALLOWABLE EXPENSES-AIRFARE

- Commercial flight tickets shall be by regular coach or equivalent.
 - No up-charges, comfort seating, early check-ins, or travel insurance of any kind are allowed. If additional charges are incurred it will be at the traveler's expense.
- Airline tickets purchased with less than a 14 day advance shall be explained and approved in writing by the Dean and Vice Chancellor and attached to the Travel Request or Expense Report.
- Departments may pay or reimburse the traveler for the first checked baggage fees only, unless otherwise explained and approved by supervisor.
- Travel Services strongly discourages the use of third party booking companies or online sites because of hidden fees, cancelation policies and difficulty getting an itemized receipt.

ALLOWABLE EXPENSES-CAR RENTALS

- The universities contracted rental agency is Enterprise and the Vehicle Requisition form (found on website) should be filled out and sent to rentalcars@astate.edu.
 - Reminder: Traveler must be approved to drive for university.
- If Traveler needs to keep rental longer than the Trip End Date please note on the Vehicle Requisition form and in the Expense Report.
- The T-Card can be used for gas, only for rentals. Make sure to get an itemized receipt.

ALLOWABLE EXPENSES-GROUND TRANSPORTATION/PARKING

- Expenses are allowed for miscellaneous transportation and related expenses such as taxi, bus, airport, limousine or parking expenses.
 - Long-term parking is encouraged.
- All require an itemize receipt for reimbursement or card reconciliation.
- Tips are NOT reimbursable on ground transportation or to parking attendants.
- The T-Card can be used on ground transportation and parking garages.
- Valet Parking is not allowable unless the Traveler can provide proof that valet parking was the only option. Such as, a screenshot of the hotel parking website.

ALLOWABLE EXPENSES-PERSONAL VEHICLE/MILEAGE

- Currently mileage reimbursement is at \$0.52.
- For Expense Report purposes, to determine the most cost effective means for vehicle travel, Trip Optimizer is required only if the round trip exceeds 100 miles.
 - If the Traveler still chooses to drive personal vehicle they will only be reimbursed up to the cost of a rental or commercial flight (if over 500 miles one way).
 - For the trips over 500 miles one way the university will not reimburse for additional travel expenses, including meals and lodging.
- Personal vehicles may be used on any trip that is 100 miles or less round trip without using Trip Optimizer.
- In the event two or more authorized persons travel in the same vehicle, only one traveler may claim mileage reimbursement.
- Upload the proof of mileage and Trip Optimizer or utilize the Mileage Calculator on the Personal Car Mileage Expense Type in Concur.

ALLOWABLE EXPENSES-LODGING

- Lodging should be for a single room rate.
- The standard rate for lodging from GSA is \$96 for Arkansas – the Traveler/Delegate are required to note on the Lodging Expense if the charge is over \$96.
- Receipted, itemized statements with a \$0 balance are required for lodging expenses.
 - Incidentals (foods, gift shop, etc.) should be charged to a personal credit card and will not be reimbursed.
 - Parking and approved internet charges can be on the statement and charged to state card but will need to be itemized differently.
- Travel Services strongly discourages the use of Airbnb and VRBOs because only the Director of Procurement or VC of Finance can sign a contract obligation for University funds. Contact Travel Services for more details or exceptions.

ALLOWABLE EXPENSES-MEALS

- Meal Reimbursement is for actual expenses up to per diem.
 - First and last day of travel, meals are only 75% of the full per diem.
- Itemized receipts are required.
 - For the places that don't provide an itemized receipt ask them to write out the order on their ticket or Traveler can take pictures of menu.
 - If receipt is lost or can't be obtained a memo of explanation detailing the order must be signed by the VC.
- Tips are capped at 15% unless required by the restaurant and pre-printed on the receipt.
 - The tip amount must be written by the Traveler on the meal receipt or it will not be reimbursed. If tipped more than 15% Traveler or Delegate can re-calculate the total for allowable reimbursement.
- Do not include alcohol on the meal receipt or you will have to determine the sales tax for the destination and re-calculate the amount.
- Food purchases are not allowed on state T-Cards unless pre-approved by the Arkansas Department of Finance and Administration.
 - If DFA approves meal purchases on the T-Card do not pay for other state employees meals on your card.

ALLOWABLE EXPENSES-MISC

- Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties.
- Upgraded Telephone and high speed internet services for business purposes are allowable with a signed memo from the Vice Chancellor.
- Not Allowed: Expenses of a personal nature, such as personal insurance, alcoholic beverages, cleaning, laundry, valet service, extra meals, etc.
- For student group travel (such as athletic team travel) laundry services are allowed.
- Registration (when not paid in advance) and/or other allowable meeting expenses when necessary to carry out the purpose of the trip



STUDENT TRAVEL

- For sponsored student groups:
 - The authorized faculty or staff member, known as the sponsor, must obtain prior approval from the department chair or administrator.
 - Itemized receipts are still required.
- The student liability waiver form is required for each student prior to travel.
 - Contact Travel Services if the purpose of travel is ongoing or period of time related to the students work duties.
- Students are not automatically entered into Concur, contact the Security Administrator, cpi-security@astate.edu, to have their profile set up and delegate(s) added.
- If they are driving, a student must fill out the VSP forms and provide a copy of their Driver's License to Risk Management.
 - A memo from the Vice Chancellor must also accompany the forms.



GUESTS OF STATE

- Reimbursements to a Guest of State are processed through Banner requisition, not Concur
- A Guest of State may be allowed reimbursement for actual expenses for meals, lodging, transportation and incidental expenses when submitted on a requisition with appropriate backup. Backup should include a written explanation of the activities by the administrative head, or designee of the agency, actual itemized receipts and zero balance hotel bill.
- The university does not make rental car arrangements for guests of state. Guests of state will be required to make their own rental vehicle arrangements and can be reimbursed for their out of pocket expenses via requisition.
- Hotel accommodation can be charged to the Department Card only. Additional information and other local hotels can be found on Travel Services website under Non-Employees/Guests.



EXPENSE REPORTS

- Make sure to create the Expense Report from the approved Travel Request in Concur.
 - For Blanket Requests update the Report Header for the specific Travel Dates and purpose.
- Make sure to enter the itinerary that includes at least two stops (when leaving home base and going to destination; then when leaving destination and returning to home base).
- Expense Reports can be set up before a trip starts to make it easier to record expenses and receipts
- Expense Reports should be submitted no later than 15 calendar days after the end of the trip
- All itemized receipts must be attached
- Any Travel Request (not including Blankets) submitted and approved with a Zero amount will not be reimbursed on an Expense Report for expenses claimed, unless justified in writing in the "Additional Information" section on the Expense Report and approved by the supervisor.
- An employee cannot submit on their Expense Report expenses for another employee.
- A zero balance Expense Report should not be entered if the trip was paid all on Department Card or by other means.
- Traveler's and Department Card holders can verify their email addresses in Concur to email receipts to receipts@concur.com.

TIPS & TRICKS

- For mileage calculation and itinerary where your home base is considered the Jonesboro campuses you should use the Jonesboro campus address.
- When creating an Travel Request make sure to include at least lodging, transportation, and meals so that the approvers and Travel Services have a true estimate of how much this trip will cost.
 - This should include possible T-Card, Department Card, Car Rental, and Out of Pocket charges.
 - The exception is for Blanket Requests that will be entered at a miscellaneous zero balance.
- Don't forget to itemize lodging. You can add the room rate and taxes together and put it into the room rate field on the itemization page.
 - If there are different room rates per day, choose the highest one to enter on the itemization page. Once created, then edit the necessary dates to match its room rate.



WHAT'S COMING UP

- NextGen UI – new look and intuitive functionality for Concur Travel Requests and Expense Reports.
 - Pilot Group is starting soon and the rollover will take place on October 1st.
- Updated training material and content related to the new view.
- Changes to Department Card reconciliation processing.
- Travelers can assign their own Delegates.



TERMINOLOGY

- Concur – the travel management software
- Travel Request – the required travel authorization entered into Concur prior to travel
- Blanket Request – a Travel Request that covers the entire fiscal year for similar travel
- Expense Report – the required expense reimbursement and/or card reconciliation entered into Concur
- Travel Card/T-Card – a state travel card issued to an individual
- Department Card/D-Card – a state travel card issued to a department
- VC – Vice Chancellor for your university division
- Traveler – the person that is traveling or that the department card was used for
- Delegate – the person that can enter Travel Requests and Expense Reports for a Traveler
- Guest of State/GoS – a non-employee or guest of the university that will receive travel reimbursement
- GSA Site – U.S. General Services Administration website for determining a destinations meal per diem
- Per Diem – the daily dollar amount allowed for meals and incidentals by the state
- VSP – Vehicle Safety Program

RESOURCES-TRAVEL WEBPAGE

New to A-State or want a refresher?

- Review the [Travel Process](#) page for an overview of what to do before, during, and after a trip.
- Review the [Regulations Presentation](#) for an overview of our Operating Procedures.
- Review the training materials under the Documentation page and contact us for training.

Announcements

4/28/2022

Please note that all meal tips must be written on receipts by the purchaser. Tips cannot be typed in at a later date.

RESOURCES-TRAVEL WEBPAGE

RESOURCE LINKS

Concur Service Status

GSA Site - Per Diem Info

Operating Procedures

*CDC Domestic Travel
Recommendations*

*CDC International Travel
Recommendations*

CONCUR TRAINING GUIDES

Travel Request Guide

Expense Report Guide

Department Card Reconciliation

*Approving in Concur - Web
Version*

*Approving in Concur - Mobile
Version*

CONCUR QUICK GUIDES

*Quick Guide - Submitting Travel
Documents*

*Quick Guide - Creating Blanket
Requests*

Quick Guide - Previewer Guide



CONTACTS

- Travel Services Website:
<https://www.astate.edu/a/controller/travel/>
- Travel Reps
 - Laurie Ellis, Misty Adams, and Terrie Rolland
 - Ext. 3903
- Travel Cards Coordinator
 - Garry Patterson, gpatterson@astate.edu, ext. 2333
- Traci Ellington, tellington@astate.edu, ext. 2361
- Security Requests, cpi-security@astate.edu