

## GENERAL TRAVEL

### Policies:

The following general policies are applicable to the travel activities of the Agency:

- A. The Agency complies with the rules and regulations governing travel as promulgated by the Chief Fiscal Officer of the State. These rules and regulations are published by the Department of Finance and Administration (DF&A) on the DF&A website and have **generally** been incorporated in this Volume.
- B. All employee travel reimbursement claims must be completed for payment to the individual traveler. One employee may not include on his/her travel payment requests for the expenses of another employee.
- C. Travel policies apply to employees of the Arkansas Department of Health, Board members, and Commissioners. Travel policies are also generally applied to non-state employees, volunteers and official guests and must have prior, written approval in the form of a signed approval letter from the Agency Director or designee for reimbursement.
- D. Travel reimbursement is **not per diem** and is to be claimed for **actual** expenses of meals and lodging not to exceed the maximum allowable rates as listed in the federal travel directory. It is the responsibility of the traveler to submit claims for actual expenses substantiated by authentic original receipts. It is the responsibility of the Supervisor to verify that all expenses claimed are business related and are genuine. Failure to comply with this policy may be grounds for disciplinary action.
- E. All claims for allowable travel reimbursement must be processed through the Accounts Payable Branch of the Office of Finance for payment. Each traveler who has incurred allowable reimbursable expenses must complete a Travel Expense Reimbursement Form (TR-1), online or paper. All paper TR-1's must be submitted with a corresponding Travel Worksheet (FIN-106), and Travel Expense Reconciliation (FIN-1012), when applicable. A paper TR-1 may only be submitted for the following:

- Non-State Employees
- Board or Commission Members

**Online TR-1's are required for all Arkansas Department of Health employees**

See procedures in the Forms and Instructions Section of this Volume for completing the TR-1, FIN-106 and FIN-1012.

- F. The immediate Supervisor/Manager, Travel Administrator, Center Director and Agency Director or designee must approve all travel outside of the state of Arkansas prior to the date of travel using the Out-of-State Travel Authorization (FIN-1010). The original FIN-1010 must be attached to the TR-1.
- G. The A-TRAIN course "Travel Fraud Indicators" must be completed before a Supervisor can approve travel reimbursement requests.
- H. Supervisors are responsible for the administration, verification, approval, documentation, and maintenance per Agency policies and procedures of all travel reimbursements for those employees under their jurisdiction. A traveler's immediate or higher level supervisor must approve his/her (TR-1).
- I. The Travel Unit of the Accounts Payable Branch reviews TR-1 documents for compliance with established guidelines. Any document determined to be in non-compliance with established guidelines is returned to the employee for correction.
- J. All employees are assigned a vendor number by the AASIS system. This vendor number is required on all TR-1's. (Note: The vendor number is not the same as the personnel number.)
- K. An employee must not be reimbursed for any travel by any entity other than the Agency without prior justification and written approval from the Agency Director or designee. When requesting approval, documentation should be obtained from the paying entity disclosing the purpose of the trip, reason for reimbursement, and travel items to be reimbursed (airfare, hotel, meals, etc.). If the travel is out-of-state, the name of the paying entity and the amount to be paid must be included on the Out-of-State Travel Authorization (FIN-1010).
- L. All costs incurred by the Agency which are reimbursed to the employee by a third party must be returned to the Agency.
- M. Employees must wear seat belts when traveling on official business in state or personal vehicles. No smoking is allowed in a state vehicle.
- N. Texarkana, Texas is considered in-state (A FIN-1010 is not required.)
- O. Employees traveling out of state may submit their travel reimbursement requests upon return from the trip. All employees should submit reimbursement requests on a biweekly basis using the employee's Center/Region schedule. Any reimbursement for travel which includes more than two months of travel OR is older than two months must have a letter of explanation and must be submitted through the Center Director for approval.
- P. For any official international travel within the Agency, prior approval must be sought by the Governor's office. An approval form must be completed and routed through the proper channels (traveler's supervisor, travel administrator, Agency Director/designee, and the Chief Fiscal Officer) for approval.

## **TRAVEL EXPENSE REIMBURSEMENT FORM (TR-1)**

- A. Paper TR-1's are only allowed for non-state employees and Board or Commission members traveling on behalf of the Agency.
- B. Original receipts are required (including itemized meal receipts).
- C. Original signatures are required on all pages of paper TR-1's submitted for reimbursement. The signatures must be the original signature of the traveler and supervisor.
- D. Only authorized TR-1's will be accepted.
- E. Do not alter the TR-1.
- F. A TR-1 is an official document. The paper TR-1 must be prepared electronically, typewritten, or printed in black or blue ink.
- G. Make sure all columns and lines are totaled accurately. Final subtotal and total must be completed.
- H. Anything in the incidental column needs to be numbered from the list provided on the TR-1 (e.g., postage (1), parking (2), registration fee (3) or other (4) please explain.
- I. ADH employees are required to use the online TR-1 program for travel reimbursement requests. All original receipts must be scanned and attached to the TR-1, along with any other required approvals.

## **LODGING**

- A. Reimbursement for lodging is limited to the single room rate plus applicable sales tax. If more than one person occupies a room, the single room rate must be noted on the receipt. The daily hotel allowance can be found on the federal per diem website. A link to the federal per diem website can be found on the Office of Finance page/Travel Tab on the ADH Intranet.
- B. Reservations must be made directly with the hotel. Internet booking agents (priceline.com, orbitz.com, hotel.com, expedia.com, etc.) are not allowed.
- C. Original receipts are required for reimbursement and must be in the name of the traveler.
- D. The TR-1 must reflect the city listed on the lodging receipt.
- E. If employees share a room, each must pay his/her share of the cost of the room each night and must provide an original receipt in his/her name. One employee cannot be reimbursed for the travel expenses of another employee.
- F. Lodging cost exceeding the rates listed on the Federal Travel Directory may not be paid without a Request for Waiver to Exceed the Maximum Lodging Rate form (FIN-1000). The FIN-1000 must include a justification explaining why it is in the best interest of the State to exceed the standard reimbursement rate and must be submitted to the Agency Director/designee for review/approval prior to any travel, following Center's/Region's guidelines.

## **MEALS**

- A. Meals are reimbursed for actual expenses incurred, but should never exceed the maximum allowable rate. Tips on meals (up to 15% of actual meal cost, not per diem) may be reimbursed; however, the total for meal, tip and taxes must never exceed the

maximum allowable rate. Original itemized meal receipts are required to be submitted with TR-1's to Accounts Payable for reimbursement.

- B. The maximum full day meal allowance is the federal per diem rate depending on the destination location. A link to the federal per diem website can be found on the Office of Finance page/Travel Tab on the ADH Intranet. Under no circumstances should the maximum daily federal per diem rates for meals be exceeded.

PLEASE NOTE: The \$5.00 incidental expense (IE) as stated in the Federal Travel Directory is for incidentals. It is not part of the daily meal allowance for travelers in the State of Arkansas. Incidentals are specifically defined and must be listed separately and explained on the TR-1. Incidental costs claimed must be supported with receipts attached to the TR-1 document.

- C. The traveler is only eligible for 75% of the daily allowance for meals (not to include the \$5.00 incidental expense) on the first and last day of travel. For partial days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the destination locations(s). See the Federal Travel Directory at: <http://www.gsa.gov/portal/category/100000>.

Example #1: If going on overnight travel status at 10:00 a.m., the employee can only be reimbursed the maximum allowed for lunch and dinner for that day not to exceed 75% of the daily allowance for meals (not to include the \$5.00 incidental expense).

Example #2: If returning from an overnight trip and returning to official station at 2:00 p.m., the employee can only be reimbursed the maximum allowed for breakfast and lunch for that day not to exceed 75% of the daily allowance for meals (not to include the \$5.00 incidental expense).

- D. An employee is reimbursed for meals only if traveling overnight. Travel times to claim meals are:
  - Breakfast: If in travel status on or before 6:00 a.m. (0600 military time)
  - Lunch: If in travel status on or before 10:30 a.m. (1030 military time), with current day overnight stay If in travel status on or after 2:00 p.m. (1400 military time), with previous overnight stay
  - Dinner: If in travel status on or after 6:30 p.m. (1830 military time)
- E. If spending the night with a third party (no charge for lodging), state this on the TR-1 in order to claim meals.
- F. Include travel status time on the TR-1 when traveling with overnight and meal expenses.
- G. Original itemized meal receipts are required for TR-1 submission.
- H. The traveler is responsible for maintaining copies of all meal receipts for audit review. The receipts must be available for the current fiscal year plus one previous fiscal year.

## I. Meals Included in Conference Registration

Meal reimbursement requests must be reduced for meals provided as part of the conference registration by deducting the appropriate amount as shown under the Meals and Incidental Expenses (M&IE) breakdown at <http://www.gsa.gov/portal/content/104877>.

Allowance may be made in writing to allow the traveler to claim meal reimbursement if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs.
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs.
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

### A. Complimentary Meals

Meals provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect the maximum meal allowance per the Federal Travel Directory.

- B. The total for meal, tip, and taxes must never exceed the maximum allowable rate. A \$5.00 incidental expense is not reimbursable.

## **VEHICLE RENTALS**

- A. Agencies must use the statewide vehicle rental contract if one is in force.
- B. All vehicle occupants must abide by the "Participant Responsibilities" required by the state contract.
- C. Rental cars must be used according to state and ADH vehicle policy.
- D. The cost of both physical damage and liability is required on a rental car.
- E. It is the responsibility of the Center/Region to authorize the most economical mode of transportation before travel occurs.

### a. Out-of-State Travel

- i. A justification explaining why it is cost effective and in the best interest of the State to rent an auto must be sent with the Out-of-State Travel Authorization (FIN-1010) for prior, written approval from the Agency Director/designee.

### b. In-State Travel

- i. ADMO approval is required to rent a vehicle.
- ii. A rental vehicle may not be kept when not in use. For example, if renting for a two-week period Monday-Friday only, the car must be returned

Saturday and Sunday then picked up again for use the following week.

- iii. A mileage log, Monthly Vehicle Utilization and Expense Record (FIN-94) must be completed while using a rental car. The log must be submitted to the supervisor along with the rental paperwork upon return of the vehicle.

### **OTHER ALLOWABLE EXPENSES**

- A. Taxi, bus, or airport transportation at destination and/or from departure point. Original receipts must be submitted with the TR-1.
- B. Parking charges for personal and state vehicles. **Original receipts** must be submitted with the TR-1. Valet parking is **not** reimbursable.
- C. A letter of justification is not required for ice, food samples, and emergency postage. Any other miscellaneous travel related expenses require an adequate justification letter, approved by the Office of Finance following Center guidelines. Original receipts and an approved justification letter must be submitted with TR-1.
- D. When a traveler is charged for checked baggage by an airline, the Agency will **only** reimburse for one checked bag per person. Fees for additional bags must be paid by the traveler and are not eligible for reimbursement. Reimbursement will be made on a TR-1 and will require an original receipt. This amount will be listed in the common carrier column and coded to the proper common carrier general ledger code. When comparing airline ticket prices, the checked baggage charge should be added to the cost of the ticket. When completing the Out-of-State Travel Authorization (FIN-1010), the checked baggage fee should be listed under the "other" category.

### **NON-ALLOWABLE EXPENSES**

- A. Meals at official station or vicinity. **Exceptions:** When attending an Agency- sanctioned meeting and a meal is catered or the attendants must eat there because of meeting room price agreements, the meal expense is billed directly to the Agency. Employees cannot claim this expense on a TR-1. (See Direct Billing in this policy.)
- B. Private entertainment, gifts, flowers, magazines, liquor, bar bills, laundry, cleaning, valet service (including valet parking), tips (except for meals), gratuities, alcoholic beverages, movies, safe charges, or other similar expenses.
- C. Cost of traveling for anyone other than the traveler.
- D. Lodging within 50 miles of **official station** and/or **residence** based on shortest distance. The Agency Director or designee must authorize exceptions. At the discretion of the Agency Director or designee, the maximum mileage for lodging reimbursement may be increased for statewide events.
- E. State contract items and items normally obtained through regular purchasing procedures.
- F. Expenses for rental of space, decorations, entertainment or other arrangements in connection with banquets held solely for the benefit of employees.
- G. Taxi charges from hotel to restaurant.
- H. Ground transportation charges from and to the traveler's residence/official station to the airport when less economical than mileage to airport and airport parking.

- I. Refreshments for meetings (must be pre-approved **and** submitted through a Purchase Order or Petty Cash).
- J. Reimbursement for any meal included as a part of a conference registration fee.
- K. Preferred seating charges by an airline.

## **MILEAGE**

### A. Private Car Mileage/In-State

1. If employees use personal vehicles for official business, the authorized rate is the rate established by the Chief Fiscal Officer of the State in effect during the time travel occurred. (See the Agency Intranet, Office of Finance website/Travel Tab, for the current mileage rate.)
2. An employee that drives a state vehicle for state business must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business (HR-1170) and the Traffic Violations Records Authorization (HR-1171). (See policy in Human Resources manual, page REL-79; Policies A – D).
3. Employees must have liability insurance and must provide proof if randomly checked for this purpose. The State assumes no responsibility for any maintenance, insurance operational costs, accidents or fines incurred by the owner of the vehicle while on official business for the State.
4. Mileage claimed for personal vehicles is reimbursed and documented according to the following:
  - a. For mileage claimed for personal vehicles, employees **MUST** use Google maps inputting address to address using shortest distance.
  - b. Vicinity mileage may be reimbursed on a very limited basis for official business only.
    - Vicinity miles must be listed on a separate line and are used for mileage above/beyond exact mileage between specific addresses. For example, to calculate vicinity miles:  
(1) Record beginning and ending car odometer reading (actual miles driven), and (2) Subtract mileage determined by Google maps from the actual miles driven. The result is the vicinity miles for a particular trip.  
Mileage is claimed to and from the official station unless an individual travels straight from his/her residence to his/her destination. In this instance, the shorter distance is claimed.
  - c. Mileage will be reimbursed to the airport from the employee' s official station. If the employee leaves from his/her residence traveling to the airport, the shortest distance (from residence or official station) must be used.
  - d. Employees **cannot** receive reimbursement for travel expenses when driving directly between residence and official station in carrying out their normal work activities.

B. Private Car Mileage/Out-of-State

1. The Immediate Supervisor/Manager, Travel Administrator, Center Director and Agency Director/designee must approve all travel outside of the state of Arkansas **prior** to the date of travel using the Out-of-State Travel Authorization (FIN-1010). The **original** approval must be attached to the TR-1.
2. Employees must have liability insurance and must provide proof if randomly checked for this purpose. The State assumes no responsibility for any maintenance, insurance, operational costs, accidents or fines incurred by the owner of the vehicle while on official business for the State.
  - a. The Private Car Mileage/In-State policies for state or personal vehicles also apply to out-of-state travel.
  - b. When a personal vehicle is used in lieu of a commercial airline, mileage reimbursement is limited to the lowest airfare rate for a round trip (the amount and date checked are entered on the Out-of-State Travel Authorization [FIN-1010]) along with any additional expenses (i.e., rental cars, gas for rental cars, parking, etc.) or actual mileage driven, whichever is the lesser of the two. Include any meal and lodging expenses necessary for the additional travel time by automobile in the calculation of lowest mode of travel.
  - c. The minimum miles traveled per day to be eligible to collect a night's lodging while in route to a destination must be 400 miles (for out-of-state only).

**AIR TRAVEL**

- A. The Immediate Supervisor/Manager, Travel Administrator, Center Director and Agency Director/designee must approve all air travel outside of the state of Arkansas prior to ticket purchase the date of travel using the Out-of-State Travel Authorization (FIN-1010).
- B. Air travel out-of-state should be via commercial airlines. Tickets are to be purchased coach airfare only. Commercial airline tickets should be purchased at least 14 days prior to travel if possible. Airline tickets purchased with less than a 14-day advance shall be explained in writing to the Agency Director/ designee and approved by him/her in writing prior to purchase. Flights selected should be the least expensive available fare. Non-stop flights will not be approved when less expensive flights are available with a two hour or less layover. Preferred seating charges are a non-allowable expense.
- C. The employee must notify the Office of Finance if the employee receives a discount or refund on the ticket.
- D. Internet purchases are allowed but will not be reimbursed to the employee until the travel has occurred. Confirmation information must be attached to the TR-1.



- E. If the State purchases airfare using the Agency Travel Card or reimburses the traveler for airfare, any rebates, coupons, rewards, gifts, points, frequent flier miles, cash cards, etc. must accrue to the Agency and be utilized for official state related business. No personal gain is permitted and misuse could result in disciplinary action.

### **TRAVEL EXPENSE RECONCILIATION (FIN-1012)**

- A. The Travel Expense Reconciliation (FIN-1012) is used to capture the total cost of a trip that is directly billed or charged to the Agency Center credit card, and to insure that the allowable daily maximum rate for travel has not been exceeded.
- B. A Travel Expense Reconciliation (FIN-1012) must be attached to each TR-1 when the employee did not pay all travel expenses. The traveler includes all expenses paid by ADH (airline ticket, registration fee, lodging, etc.).
- C. A copy of the documentation for **ALL** charges not paid by the traveler must be attached to the Travel Expense Reconciliation (FIN-1012). (Example: Attach the airline confirmation for the airline fare and/or a copy of the authorized purchase order for registration fee.

### **ARKANSAS STATE TRAVEL CARD**

The Arkansas State Travel Card is a CTS account (ghost account) to be used for Agency travel only (i.e., commercial transportation [airfare, bus, rail and rental vehicles], registration, lodging, etc.).

When the travel card is used for lodging, the room rate and taxes are the only charges allowed on the Travel Card. No meals, parking, tips, etc., can be charged on the travel card.

When reserving lodging, the Travel Card can only be charged the required deposit prior to the actual stay.

The billing cycle for the Travel Card is the 16th of the month through the 15th of the next month, unless the 15th of the month falls on a weekend day. If that occurs, the close of the cycle will be the next working day.

All expenses incurred using the Arkansas State Travel Card must be received in the Payables Section no later than the 20th of each month along with the Travel Card Coding Sheet (FIN-149), original receipts, and all required documentation.

- Receipts:
  - o Most airfare receipts (itineraries) will be an e-mail and must have:
    - Name of the traveler
    - Date paid
    - Amount paid
    - Method of payment

- a. Most registration receipts will be an e-mail and must have:
    - Name of registrant
    - Date paid
    - Amount paid
    - Method of payment
  - Lodging receipts must be the original receipt from the hotel.
  - Any other receipts must be original.
- Other required documentation:
- When the travel is out of state, a **copy** of the completed/signed Out-of-State Travel Authorization (FIN-1010) must be attached.
  - If lodging is over the maximum allowed for the city/town visited, the **original** of the Request for Waiver to Exceed the Maximum Lodging Rate (FIN-1000) must be attached.
  - A **copy** of an approval letter for any other expenses.

## **DIRECT BILLING (In-State and Out-of-State)**

### A. Lodging and Transportation

Travel expenses for lodging, commercial transportation (airfare, bus, rail and rental vehicles), and conference registration may be direct billed to the state using the Arkansas Agency Travel Card.

When common carriers (airplane, rail, rental auto or bus) are needed to transport persons on state business, the Agency should make the travel arrangements and have the Agency billed directly using the Arkansas Agency Travel Card Program (Sponsored Business Travel Card Account). However, if this is not possible due to circumstances beyond the control of the traveler, he/she may make and pay for the arrangements and request reimbursement. An employee may not be reimbursed for transportation expenses (tickets) prior to travel occurring except in cases where it is economically advantageous for the state, and with the prior approval of his/her Travel Administrator.

When expenses are direct billed to the state, the traveler obtains and attaches to the Travel Expense Reconciliation (FIN-1012) receipts which detail the expense charged (airline, hotel bill, vehicle rental documentation, registration confirmation), whether or not the traveler paid (out of pocket) some of the expenses for the trip.

### B. Meals

Prior written approval from the Agency Director or designee must be obtained for all catered meals or any meals billed directly to the Agency, i.e., Agency-sanctioned meetings or other meals purchased for any group.

#### Group Functions

Prior written approval from the Agency Director or designee must be obtained for direct billing of costs of group functions, i.e., coffee, meeting room rental, etc.

## **SPECIAL TRAVEL AUTHORIZATIONS**

Special purpose weekend travel (i.e., health fairs, preparedness exercises, immunization clinics, etc.) is considered travel **outside the employee's normal workdays** for official business.

- The employee can receive mileage reimbursement from his/her residence with prior approval from his/her Travel Administrator/Supervisor.

Occasionally it may become necessary for an employee to perform unanticipated emergency duties outside the normal work schedule.

The Agency Director or designee, Center Director or Regional Director determines if an emergency situation or condition exists that warrants use of overtime travel.

Example: An emergency situation or condition occurs when a natural or

man-made disaster (i.e., tornado, flood, truck wreck, train wreck or fire involving a food service establishment) or any other special situation (i.e., disease outbreak or epidemic) endangers the public health.

In emergency situations, the following exceptions to Agency travel reimbursement policies apply:

- A. If the emergency arises outside of regular working hours or continues for extended periods of time, employees may be reimbursed for mileage charged directly from their residence. This applies even when the mileage is greater than from the official station.
- B. In the case of a natural or man-made disaster (i.e., tornado, flood, truckwreck, train wreck or fire involving a food service establishment), reimbursement for travel expenses is made at the supervisor's discretion with the approval of the Agency Director or designee. Agency lodging and meal limits apply.
- C. A letter must be signed by the supervisor:
  - certifying that the unanticipated emergency travel work was authorized,
  - stating the reason(s) the travel was necessary, and
  - stating the consequence(s) if the travel had not been performed.