

University of Arkansas Libraries

TRAVEL POLICY

Travel policies of the University of Arkansas may be found at <http://www.uark.edu/depts/travel/> .

The policies, categories, and procedures established by the University Libraries are intended to be used in concert with university polices; in some instances, those of the Libraries may be more restrictive than those of the University.

Purpose

The University of Arkansas has established a number of goals and priorities for its faculty and staff. Among them are goals that provide opportunities to enhance the reputation and support of the University that are central to the development of personnel throughout the campus. Library employees should be conscious of University [goals](#) when they contemplate or request travel funding.

The University of Arkansas views employee development as a strategic priority intended to encourage continued learning through participation in educational opportunities and to enhance skills that support the goals of the University and the Libraries. Active participation in national, regional, and local programs, therefore, is expected whenever possible and appropriate. For the benefit of the Libraries and the University, an employee granted travel funds is expected in some way to share with colleagues the knowledge and skills he or she acquired through outside travel and to be willing also to share with colleagues any contributions he or she made at meetings, conferences, workshops, etc.

Employee development through travel is a responsibility shared by the individual and the supervisor. Each is responsible for identifying the most appropriate conferences, workshops, seminars, and other professional opportunities to improve the individual's and the Libraries' performance.

Directors will evaluate applications for travel with the goals of determining which trips are particularly important to the organization and to the individual, and of ensuring adequate representation at events while avoiding unnecessary duplicative travel.

Financial Support Levels for Travel

The amount of financial support granted for any given year will depend on library funding. **Refer to the [current guidelines](#) for more information.** In some instances, release time may be granted to participate in an activity that benefits the individual but has only marginal or no direct benefit to the Libraries or the University.

Travel Categories

The following are the Libraries' travel categories. The level of funding will most likely depend on the category under which the employee will be traveling.

A. Official Business: Travel that is done at the request of the library. Official business travel is fully funded.

B. Professional Participation: Travel that promotes professional growth through the following activities:

- 1) serving as an officer on national, regional, or local committees
- 2) giving a key presentation (invited paper, poster session, etc.)
- 3) meeting and exchanging information with colleagues from other libraries and institutions, or working with them on issues affecting the profession.

Professional participation travel is funded at a high percentage; however, the amount of funding may vary from year to year depending on budget. Reimbursement for each trip will be at a pre-established rate.

C. Employee Development: Travel to attend professional meetings, workshops, seminars, or other training sessions to learn more about a job-related area, bringing back to the Libraries skills and knowledge that could not otherwise be obtained and that have the potential to be helpful to the individual (but may not be related to a job assignment) and that would benefit the Libraries. Employee development travel is partially funded insofar as funds are available. Typically the funds will cover airfare, or airfare and registration, or registration and lodging, etc. Reimbursement for each trip will be at a pre-established rate.

Travel and Time Worked (non-exempt classified and extra-help employees)

The following applies only to non-exempt classified employees and to extra-help (hourly and work-study) employees.

If approved as work-related, time spent traveling and attending conferences is compensable time to the extent described below:

1. Travel time as a driver, passenger, or traveler is time worked.
2. Time spent at conferences, training, etc., is time worked if the activity or presentation is related to the conference and to work.
3. Conference activities which are solely for entertainment are not considered as time worked.
4. To minimize compensatory time accrual for the workweek(s) involved, travel schedules and rearrangements in work schedules should be approved by the supervisor prior to the week in which the travel occurs.
5. The supervisor has the discretion to approve travel schedules to include/exclude overnight stays.
6. The Director for Organizational Development, in conjunction with other division directors, will review programs and travel schedules to establish standardized parameters for paid work and travel time for conferences where it is anticipated that a number of library employees will attend (for example, Arkansas Library

Association, American Library Association, Innovative Users' Group, Arkansas Library Paraprofessionals). Exceptions to the standard guidelines may be made on a case-by-case basis by the direct supervisor when individual employees have additional obligations regarding the conference.

Recording Travel Time and Time Worked

1. Hourly and work-study employees should record travel and time worked on the Edit Sheet.
2. Non-exempt classified employees should record (as best they can) all travel time and time worked at conferences on the Timesheet and Leave Report.

Reimbursement Policy

The Library Travel Administrator (Associate Dean) or Budget Officer will determine the source of funding for each approved travel application. In addition to the prevailing [University travel policies](#), library travelers are reminded of the following:

- Travel must be approved through appropriate channels before travel commences and in order for reimbursements to be made.
- The Library requires receipts for all expenses for which you request reimbursement. This includes meals, itemized lodging, commercial airfare, train, registration, car rental, taxis, and miscellaneous business items purchased while on travel status. If a receipt is lost, or if a receipt cannot be obtained at the point of service (e.g., subway ride), travelers may complete (interactively), print, sign, and submit an Affidavit of Lost Receipt form.
- Alcoholic beverages are not reimbursable.
- Tips are not reimbursable when you are traveling on University funds.
- Refer to the [current guidelines](#) for more information.

PROCEDURES

Requesting release time and/or financial support for travel

The Libraries will typically solicit applications for travel once each year in order to establish a budget for the year. Applications submitted at other times are subject to approval based on the availability of funds.

1. To request leave and/or funding for travel, complete and submit a copy of the library's [Application for Travel](#) form. If you are requesting travel leave only, complete the top section of the form and mark the "release time only" option. Otherwise, enter all of the information requested. Select the category you believe fits your request, being sure to justify the selection in the "purpose" section of the form. For a description of categories, see "Travel Categories" above.
2. See the [University's Travel Office Web site](#) for help in estimating costs. Maximum amounts that can be claimed vary according to destination, and travelers should be

aware of destination-specific state regulations, federal per-diem regulations, and/or University policies. Should the available lodging rate exceed the amount allowed for your destination, you may request funds for lodging in excess of the maximum on the "Application for Travel."

3. Print and sign the completed application, and submit it to your supervisor for her or his approval and signature; then submit the completed form to the Library Travel Administrator. You will be notified whether your request has been approved or denied.

4. If your request is approved, follow the appropriate set of procedures as described below in "Reimbursement Procedures" for the applicable source of funds. Remember that receipts are required for all expenditures for which you wish to be reimbursed!

Making Travel Arrangements and Requesting Reimbursement after Travel

It is the responsibility of each traveler to be familiar with and to adhere to all [University](#) and library travel policies.

A. If library pre-payment of transportation and/or registration is required for travel

Before Travel

To ensure all paperwork is processed to facilitate your travel, you should schedule an appointment with the library accounting person who processes travel *either* two weeks before early-bird registration payment is due *or* approximately four weeks before travel, *whichever occurs first*. Accounting personnel will create an online "Travel Authorization" in the University's accounting system: purchase orders for airfares, registration, etc., will be attached to this "Travel Authorization" record. If you are securing a non-refundable airfare and/or hotel from a service such as Orbitz or Expedia, the accounting personnel must notify the University Travel Office in advance of this purchase.

There are several things you should do before you go to the appointment and you should take all information in writing to the appointment:

- Recheck your "Application for Travel" for accuracy and update prices or dates as needed.
- Complete the applicable registration form.
- If you are traveling by air and wish the Libraries to purchase the ticket (see below), have a list of preferred airline flights. The library accounting person responsible for processing travel will make reservations and purchase tickets.
- Determine if you need to request a travel advance (see below for details about advances).

Airline tickets typically should be purchased a minimum of four to six weeks in advance of travel to secure the more favorable fares. There are three options for purchasing tickets: 1. travel card (issued to the library accounting person responsible for processing travel for the libraries), 2. personal credit card (reimbursement will not be made until travel is completed), or 3. purchase order.

Cash Advance

A cash travel advance of up to 50 percent of reimbursable expenses can be requested, if desired, at the time the Travel Authorization is entered into the University's online system. Library Accounting personnel can process a request for an advance up to ten working days before the travel date. It is required that a Statement of Traveling Expenses be submitted within five (5) working days after return.

Please see The [University Travel Office's Web page on advances](#) to read and understand each traveler's responsibilities when receiving a travel advance.

After Travel

After the trip has been completed, fill out, print, and submit a copy of the [Travel Claim Worksheet](#), along with all your travel receipts (tape receipts smaller than 8 ½" x 11" on one or more sheets of blank paper, ensuring that all receipt text is visible) to the Library Accounting Office.

If you have questions about these procedures, contact the library accounting person assigned to process travel.

B. If purchase orders are not required for travel

Before Travel

No further paperwork need be submitted until you return from your trip. Expenses are initially paid for by the individual traveler and then claimed by and reimbursed to the traveler. If the travel involves airplane fare, determine the least expensive fare and pay for the ticket.

After Travel

After the trip has been completed, fill out, print, and submit a copy of the [Travel Claim Worksheet](#), along with all your travel receipts (tape receipts smaller than 8 ½" x 11" on one or more sheets of blank paper, ensuring that all receipt text is visible) to the Library Accounting Office.

FORMS



The first form below is in Microsoft Excel Format and may take a few moments to load. You may view many prompts and helpful tips when rolling your mouse over sections of the forms. Once you have entered your information, you will be prompted to SAVE or SAVE AS the worksheet to your computer. You should print the completed form to submit to your supervisor for approval.

- [Application for Travel](#) 

- [Affidavit of Lost Receipt](#) 

UNIVERSITY TRAVEL OFFICE

- [Travel Office Home Page](#)
- [Arkansas Mileage Chart](#)
- [Meals](#) & Lodging Guidelines

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