

Travel Advances

The State Department of Finance and Administration (DFA) establishes regulations and procedures for employee travel advances. It is the responsibility of the Treasurer's Office to ensure compliance with DFA regulations concerning Travel Advances and this policy.

Employees and students traveling on behalf of the University of Arkansas may request and receive an advance via the University Procurement System (UPS) Travel System. Employees may request and receive up to 50% for domestic travel or 75% for international travel of the total authorized, estimated, reimbursable travel expenses. Students may request and receive up to 90% of the total authorized, estimated, reimbursable travel expenses. Expenses such as airfare and registration fees are not eligible for travel advances. Allowable travel advance expenses include, but are not limited to the following:

- Anticipated meals and lodging costs within the limits allowed by State Regulations.
- Anticipated mileage expense when an individual is required to use his/her vehicle for official travel at the rate stipulated by the State.
- Anticipated taxi fares.
- Car Rental.

University of Arkansas employees are defined as anyone:

- On the appointed payroll, or
- Who has an active Hourly Wage Rate on file. The University Treasurer's Office will verify current employment.
- Affiliates-those individuals who fall under the UofA System but whose salaries are paid from other funds.

University of Arkansas students are defined as anyone:

- Who is currently enrolled, or
- Grad Students defined from the payroll system.

Guests of the University are not eligible to receive travel advances.

All employees and students who request travel advances must sign a Travel Advance Agreement. A copy will be kept on file in the University Treasurer's Office.

All travel advances are dependent upon the available funds as authorized by the Arkansas Department of Finance and Administration.

A travel advance check can be written for no less than \$50.

Travel advances are not issued for:

- Blanket Travel Authorizations
- A trip that has already taken place

The University Cashier's Office does not cash travel advance checks.

Travel Advance Repayment Rule:

The Governor's Office has mandated that all travel advances be properly vouchered or repaid within a maximum of thirty calendar days after completion of travel.

University of Arkansas, Fayetteville Travel Advance Repayment Rules to ensure compliance with the Governor's Policy Directive are:

- All travel advances shall be vouchered or repaid within 5 days of return of trip.
- Travel advances outstanding for 30 days or more after return from trip may be payroll deducted from the traveler's pay and/or may result in registration, transcripts, or diplomas being held.

Canceled Trips

In the event a trip is canceled, travel advance checks should be returned or repaid to the University Treasurer's Office immediately.

Departments may notify the University Treasurer's Office of a canceled trip, but it is the responsibility of the traveler to return the travel advance check and close the outstanding travel advance.

Payroll Deductions

The University is authorized to withhold the full amount of any past due travel advance from any payment(s) due the employee or student including payroll check(s). If a deduction occurs twice within a twenty-four month period, the employee or student will not be eligible for travel advances for the next twenty-four month period.

Exceptions

Any exceptions to any provision of this policy should be submitted in writing at least two weeks prior to the beginning of the trip and must be approved by the Assistant Vice Chancellor/Treasurer.

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