

Group Travel

What qualifies as Group Travel

In order to process a group travel through the Travel Office, the event for which the group is participating in must occur away from their “Official Station”.

In accordance with ACA 19-4-904 (d), state supported institutions of higher education may provide travel expenses for a group or number of students (4H members) who, when accompanied by those who instruct the students in the fundamentals of a competitive sport and direct team strategy, must travel and be recognized as a cohesive unit representing not only their institution, but exemplifying the State of Arkansas in their behavior, attitudes, interest, presentations and conduct.

Group Travel may also include a number of guests along with CES employee traveling together for a particular event or circumstance.

In these circumstances, the payment of group travel expenses including those of students (4H'ers) and employees may be authorized.

Samples of Group Functions:

- ▶ Western National Roundup
- ▶ Citizenship Washington Focus
- ▶ National Conference
- ▶ National Congress/Competitions

IMPORTANT: This is **NOT** for a group of employees all going to the same functions.

T-Card can be used for Non Extension Guest with completed approved TRAV-229 for registration and lodging. Please check the [spending guidelines](#), on what funds are appropriate to use for these charges.

What are Allowable Expenses

Group Meals:

Preapproved group meals can be paid for on PCard at any place that accepts Visa except hotel restaurants. Itemized receipts are required. Most restaurants have itemized receipts available. Pay close attention to the receipt that you are given; credit card receipt with amount and tip is not acceptable. 15% tip is all that is reimbursable.

Group Lodging:

Group Lodging should be placed on a department T-Card when at all possible. When reservations are made at hotel, give them the T-Card number to hold the room/rooms. You will then need to ask for an Authorization Form to either be faxed or emailed to you. Fill out the authorization form and fax it back to the hotel. This will ensure that the actual card will not be needed at time of arrival or departure for payment. If the hotel is over state per diem, you will need a TRAV-213 on file.

If T-Card is not available, call hotel to see if they will direct bill. If they will bill, payment can be made through the requisition process.

Group Transportation:

Transportation can be by Extension vehicle, airfare, train, bus, rental vehicle or personal automobile upon prior approval. All receipts will need to be turned in. Rental car requires us to use state contracted agency, currently Enterprise Rental Car. TCard can be used for transportation charges prior to trip.

Group Registration Fees:

Registration fees should be paid by requisition. P-Card can also be used when availability allows.

Group Baggage Fees: Baggage fees are limited to (1) bag per trip per person with receipt. This is usually a charge that is handled by personal reimbursement

Parking:

Parking is allowed with receipt. This is usually a charge that is handled by personal reimbursement

What Receipts Do I Need for Reimbursement

*All charges will need to be listed on the Prior Approved Trip Application before reimbursement can be made.

- Group Meals – Itemized receipt with detail of each item ordered and amount charged for each meal purchased including the tax, total and type of payment used. *Tips not to exceed 15%.
- Lodging - Receipt must be in employee/traveler's name, show dates of the stay, room rate plus applicable taxes and show that the balance has been paid in full. If lodging exceeds per diem amount, a TRAV-213-Special Travel Authorization form will need to be attached.

- Transportation - Receipt showing passenger name, date of flight, itemized detail of charges. Include Baggage Receipt.
- Registration Fee – Receipt showing travelers name, name of meeting or event, amount paid and type of payment used.
- Parking - Receipts with amount paid on ticket showing parking venue
- Car Rental - Rental has to be pre-approved using state contracted agency - currently Enterprise Car Rental; and receipt must show travelers name with itemized list of charges. No insurance or tips are to be reimbursed.

How Do I Receive Money for Group Trip

In order to receive advance money (Trip Advance) prior to the trip, the following need to be provided at least two weeks in advance:

- TRAV-210 for CES employees – Check Box for Travel Advance
- TRAV-229 for Guest (4H'ers, Volunteers) if more than one person write in the name section “see list attached” Attach a list of guest (If they will be reimbursed anything personally, please add their mailing address)

Financial Services will review the written expense estimate and if approved, a travel advance agreement form **TRAV-224** will be sent to the requestor. This form will need to be read and signed. Return this form to Financial Services. Financial Services will issue payment to the traveler approximately one week in advance of trip.

90% of estimated out of pocket expenses can be obtained in GROUP travel advance.

What Happens When I Get Back

Complete Travel Reimbursement Form **TRAV-207** with all receipts and submit to Financial Services within (5) working days of completion of trip.

Financial Services will reconcile the account upon receipt of the claim. Payment of the net difference will be issued to the employee. If the advance is greater than the reimbursement, the employee will be notified of the difference due to Extension. Employee will be responsible for reimbursing Extension for the difference due. If an amount due is not paid within 30 days of the return of the trip, a payroll deduction from the traveler’s payroll check will be processed.

If guest of Extension requires reimbursement, CES employee traveler will complete TRAV-207 for the guest. Guest will sign and supply receipts. This will be turned into the travel office within 5 days of the trip with a copy of the approved TRAV-229 for reimbursement.