

NOVEMBER 2016 Q-TIPS

This month is a reminder about Travel Expenses. Please remember that Travel Expenses, or reimbursement for Travel Expenses, CANNOT be paid with a county check. There are several resources listed below that outline the correct procedures.

Travel Expenses: Do not write a county check for travel expenses.

Travel cannot be paid directly from the county depository account. While county depository account funds may be used (fund number 13823), all UACES travel policies must be followed.

- C.E.S.P. 15-3: Managing County Financial Transactions: <http://www.uaex.edu/extension-policies/system-management/financial-guidelines/cesp15-3.aspx>
 - Section 3. Rules for County Checking Accounts
 - Number 3. Travel or personal reimbursement cannot be paid directly by writing a check from the county account. However, county account funds (fund number 13823) may be used for travel and personal reimbursement but all UACES policies must be followed.

If reimbursement is required for a non-Extension employee, (i.e. volunteers), the TRAV-229 Travel Authorization for Non-Extension Employees and Guests must be completed and submitted PRIOR to travel, pursuant to UACES travel policy.

- Travel Policy C.E.S.P. 6-1: Travel: [http://www.uaex.edu/extension-policies/system-management/travel/Expenses of Non-Extension Employees & Official Guests](http://www.uaex.edu/extension-policies/system-management/travel/Expenses%20of%20Non-Extension%20Employees%20&%20Official%20Guests)

Unless prior approval is obtained, when a Non-Extension employee, official guest or job applicant travels on behalf of UACES, he/she shall be allowed reimbursement for actual expense up to per diem for meals, lodging, transportation and other miscellaneous expenses when submitted on a Statement of Travel Expense Form ([TRAV-207](#)). A Travel Authorization for Non-Extension Employees and Guests ([TRAV-229](#)) must be approved and be submitted before a claim can be paid. It is the responsibility of each department to ensure these individuals are not being reimbursed from any other source for their travel expenses. Federal employees who travel for Extension shall be regarded as a UACES employee and shall be reimbursed as such. The Statement of Travel Claim should show that this employee is on the payroll of the Federal Government and assigned to Extension. **Alcoholic beverages are NOT allowed.**

If your department utilizes the services of volunteer workers who perform duties similar to Extension employees, they are subject to the same rules and regulations governing Extension employees. Unless specifically related to employment recruitment, or being part of the official party at an Extension event, reimbursement for spouse's expenses will not be allowable. The person submitting the [TRAV-229](#) form for Non-Extension Employees, official guests, and Federal Employees cannot be the Non-extension Employee or official guest.

This is also referenced in the Spending Guidelines for State Cash Appropriations Not Reimbursed by State, Programmatic Revenue, Indirects, County Petty Cash Accounts (13XXX): <http://www.uaex.edu/support-units/financial-services/docs/Spending%20Guidelines%20PDF.pdf>

- Unallowable Expenditures
 - 2. Travel directly from County Petty Cash Accounts

And again on page 8 of the Financial Guidelines for 4-H & Master Gardener Groups: <http://www.uaex.edu/extension-policies/system-management/financial-guidelines/docs/Financial%20Guidelines%20for%204-H%20and%20Master%20Gardeners.pdf>

- Travel Expenses
 1. Do not write a county check for travel expenses. Travel cannot be paid directly from the county depository account. However, county depository account funds may be used (fund number 13823) but all UACES travel policies must be followed.
 - a. A travel authorization must be on file in Financial Services before a travel claim may be submitted for reimbursement.
 - b. Complete the travel authorization and secure the signatures of approval by the required managers.
 - c. The travel authorization must be received at the State Office (State District Director's office) at least two weeks prior to the beginning travel date.
 - d. If reimbursement is required for a non-Extension employee, the TRAV-229 Travel Authorization for Non-Extension Employees and Guests must be completed and submitted prior to travel pursuant to UACES travel policy.