

INDIVIDUAL TRAVEL & SPEND AUTHORIZATION REQUEST

First Name: _____ **Last Name:** _____

Destination(s): _____

International? _____ If yes, register with Hogs Abroad, fill out the Export Control Form, and check Travel Advisories to see if a Petition is required. Please note, when registering, use dates to include all days of travel and state every destination.

Dates of Travel: _____ - _____

Dates of Event: _____ - _____

Personal Day(s): _____ - _____

If personal days are included, this portion must be paid for by personal funds. Attach flight comparison for allowable business travel days only, created on same day of airfare purchase.

Event Name (spell out acronyms):

Conference/Event Agenda Link (or attach with form):

Paper/Topic Name (if applicable):

What activities will be conducted during this business trip?

How will attending this event positively impact and contribute to the University?

Additional important trip information:

REQUESTING CASH ADVANCE?

YES / NO

- Attach the Cash Advance Agreement Form to the SA.
- 50% advance allowed towards the expense for employee domestic travel, 75% for employee international travel, and 90% for student travel.
- Not allowed for Airfare or Conference Registration.
- Create 2 lines for each expense item marked for advance request. One line for the cash advance request portion and one line for the remainder (non-advance portion).

This serves as a base template for creating Spend Authorizations and supports transparency and compliance throughout the expense and audit process. If these basic questions are not answered, the SA will be sent back. Depending on the specifics of each trip, additional details may be required. This form is not required by the Travel Office to be attached to the SA, but it may be helpful for reviewers and auditors.

[multiple_travel_justifications.pdf](#) Sample Business Justifications For Travel

[Travel Office | Travel Services | University of Arkansas](#) UARK Travel Site for resources and more policies/procedure information

uatravel@uark.edu Travel Office email for questions

INDIVIDUAL TRAVEL EXPENSES

Name:		ER#:	SA#:
Expense Item	\$ Amount	Expense Report Reminders	
CONFERENCE REGISTRATION FEES		Memberships are only allowed on a T-card and on a travel ER when there is no option of splitting the conference registration and membership purchase into separate transactions. Otherwise, the P-card or personal funds should be used.	
HOTEL/LODGING		GSA rate exceeded? Y / N If yes, justification: _____ (Note in room rate memo field) - Include any fees with room rate on ER (including resort & cleaning fees) # of guests on receipt over 1—For individual employee travel, when employees share lodging, they must split the cost and claim their own portion (State policy). Note the other guest's name for auditors to cross reference the other ER. If the additional guest is a personal guest(s) of the traveler, note this for auditors and deduct any additional charges incurred as a result of their stay, if applicable. Or if it's a misprint, note this. - Travel insurance/protection is not reimbursable. It is only allowed on Airfare over \$1,000.	
MEALS PER DIEM		- Meal tips capped at 15% for individual travel. Mark any overage as a Personal expense when T-card is used. - Unless your department requires it, meals receipts for individual travel DO NOT need to be attached to ER. (Itemized meal receipts are required for: Official Function Meals & Group Meals.) - Max allowable for travel days is 75% of per diem rate. (1st and last day of trip) - For domestic travel, up to 1 day's expenses prior and after the event are reimbursable. For international travel, up to 2 days prior and after the event are reimbursable. - State mandate to attach the conference agenda to ER when claiming meals for any conference travel while on university business. Deduct provided meals. 'Food & Beverage'-expense item for local events and never used on travel ERs.	
Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or state-owned automobile; whichever method serves the requirements of the university most economically and advantageously. Just as this standard principle applies when determining the method of transportation, it should be kept in mind when choosing the appropriate class or rate of transportation.			
AIRFARE		- Must use Anthony Travel when booked on T-card and purchase at least 14 days in advance. - Purchasing under the 14-day policy must provide justification. - Coach class fare is required. (Travelers should be purchasing Economy or Main Cabin, not Basic Economy) - No Business or First-class tickets may be purchased without written approval by the Travel Office prior to purchase (attach to ER). For flights approximately 8 hrs in duration, fares up to Business-class may be purchased without prior auth. if the department allows it. - Basic flight insurance for tickets over \$1,000 may be reimbursed, but no upgrades for personal comfort are allowed. - If personal days are included, this portion must be paid for by personal funds. Attach flight comparison for allowable business travel days only, created on same day of airfare purchase.	
BAGGAGE FEES		One Check Bag each way allowable.	
MILEAGE		- Choosing to drive more than 800 miles round-trip requires a flight-versus-driving cost comparison. This may include associated costs, such as airport parking, mileage to the airport, & taxi, but travelers may only claim reimbursement for the more economical option. - Must use the integrated mileage calculator and exact addresses on ER. - Each round trip to a different address must be entered as its own expense line.	
TAXIS/UBER/ GROUND TRANSPORTATION		- Taxi tips are not allowable reimbursements. - Mark any taxi tips charged on T-card as personal. - If the traveler needs to use a Taxi to get to XNA and back, please note the reason or note if the cost is the same or less than mileage + XNA parking. - Receipts should show trip details and payment type/info	
CAR RENTAL		- Must use State Mandated Contract (Enterprise/National XZ51R10 or Hertz # CDP301115). - Up to full size sedans are allowed. When a larger vehicle is required, attach pre-approval email from Travel Office to ER. Business-related reasons can be noted or attach OEOC.	
PARKING		- Up to \$22/day XNA parking allowed (Please confirm your department's reimbursement rate prior to departure.) - Valet parking non-allowable (unless that is the only parking available at the hotel)-must be noted on ER	
OTHER TRAVEL EXPENSES		- Only use this expense item when the needed expense item is not a provided option. - Do not use it for grouping multiple expenses together and be sure to add details.	