

PROCESSING THE TRAVEL AUTHORIZATION IN BASIS

The individual within the department who is responsible for the entry of Travel in BASIS will enter a Travel Authorization using the TA function .

The Traveler ID will be the employee who is responsible for the group and responsible for all monies allocated.

A 'T' (group travel) will be entered in the Traveler Type code field. This is very important because it determines the applicable advance and other reimbursable criteria related to the trip. You will be required to enter the names of all of the students/guests who will be participating in this group trip, by pressing the PF9 (Text) key.

On Screen 2 you will have the ability of entering the total amount you anticipate you will need for lodging, meals, and any other misc. expenses.

Screen 3 is where you will enter the amount of Travel Advance you wish to take and be responsible for. The system will allow up to 100% of the estimated expenses.

If there are going to be any Travel Related POs created, you will create those on Screen 3.

Once all information has been entered, press 'Enter' to validate and PF10 to submit the TA via TARGET for approval.

FILING THE STATEMENT OF TRAVELING EXPENSES

A traveler has 30 days from return of trip to reimburse the travel advance. This can be in the form of the Travel Claim being processed to offset the advance or if the Travel Claim does not cover the entire advance, to go to the Cashier's office and pay any additional amounts owed. **IMPORTANT:** If the travel advance is not paid back within 30 days of the trip return, a payroll deduction from the traveler's payroll check will be processed.

A travel claim will be processed with all required receipts attached. The employee who was in charge of the trip along the department head or other authorized agent, must sign the claim.

If students/guests were given a per-diem amount of money for food, etc. each individual must sign a document verifying that they received the specified amount of money. The individual's SSN or Student ID # must also be included.

The travel claim and all required documentation must be sent to the Travel Office for processing.

POCKET GUIDE FOR PROCESSING GROUP TRAVEL



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of ARKANSAS**
1871®

Travel Office

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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', which in most cases will be Fayetteville, AR.

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 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, interests, presentation and conduct.

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

In these circumstances the payment of group travel expenses, including those of students and employees, may be authorized.

Some examples of group travel functions:

- Study Abroad
- Intramural sports
- Archeological digs

Please Note: If any groups are traveling within their 'official station' these requests will still be processed through Financial Affairs.

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

WHAT ARE ALLOWABLE EXPENSES?

- Meals
- Lodging
- Transportation
- Entertainment, within reasonable limits, to ease the pressure on students of their objectives
- Costs of group activities, including gratuities, laundry, cleaning and favors, and other personal expenses to be paid from auxiliary funds not inconsistent with standards, rules, regulations, or prohibitions established by recognized national or state governing associations pertaining to the respective students and employees and the institutions they are representing.

REQUIRED RECEIPTS

!!!!!!!!!!!! IMPORTANT !!!!!!!!!!!!!

- Lodging (itemized)
- Transportation
- Entertainment receipts if the entertainment was purchased on behalf of the entire group.
- If giving each student a per-deim amount, a document must be included that each student signs along with providing SSN or Student ID # signifying the amount of per-deim received.

- Other receipts as deemed appropriate

HOW DO I RECEIVE MONEY FOR TRIP?

In order to receive advance money to take on trip, a Travel Authorization must be submitted via the BASIS system listing estimated expenses. You can find complete Step by Step instructions on processing the Travel Authorization on the back of this guide. Based on the estimated expenses, a Travel Advance may be requested up to 100% of the estimated expenses.

If you have traveled before and signed a travel agreement, if the requested advance is processed within 7 days of your trip, the travel advance check will be mailed to your campus location.

If sufficient time has not been allowed to mail the check OR if the travel advance agreement has not been signed, you must go to the Treasurer's office to pick up your check and sign the travel advance agreement.

WHAT HAPPENS WHEN I GET BACK?

The Travel Advance must be reconciled within 30 days after return from trip OR it will result in a payroll deduction against the employee responsible for the advance.

When you return from the trip a Statement of Traveling Expenses must be filed along with attached all required receipts and documentation, student names, etc. associated with the expenses.