

In-State and Out-of-State Travel

Version Date	October 2026
Policies & Resources	Travel UADA Policy 380.1
Forms	Travel Authorization Form Travel Method Comparison Worksheet TRAV-207 (Mileage) Affidavit of Lost Receipt
Contacts	Travel@uada.edu ; Accountspayable@uada.edu
Related Guides	Using Travel Cards ; Travel Card Expense Reassignment ; Completing a Workday Expense Report , Completing a TRAV-207

Introduction

This guide discusses in-state travel and the process of acquiring approval and reimbursement for domestic out-of-state travel. This guide does not address international travel. Travel is governed largely by State of Arkansas regulations as administered by the Arkansas Department of Finance and Administration, although the University of Arkansas Division of Agriculture has some additional procedures.

In-State Travel

In-state travel includes travel within the 75 counties of Arkansas. Exceptions exist for employees in counties on the border with another state if the travel is programmatic and does not include overnight lodging. In-state travel does not require prior approval.

In-state travel expenses can include mileage only, or it can include expenses associated with an overnight stay. Such expenses may include registration, lodging, meals, and parking expenses in some cases. Receipts are required for all expenses although meal receipts are not submitted with the related expense report.

Expense reports for in-state travel should be completed monthly and must be submitted by the 5th business day of every month. (If not submitted within 20 business days, special approval is required before the expense report is submitted.)

Process

If County Administrative Personnel complete travel for agents, those agents with in-state travel should submit all documentation to the County Admin at the conclusion of the month. Based on documentation received, the Admin will complete a [TRAV-207](#). (See [Completing a TRAV-207](#) process guide.) Once complete, the TRAV-207 should be saved as a pdf.

As previously stated, in-state travel can involve multiple types of expenses. However, mileage is by far the most common. Although more fully discussed in *Completing a Workday Expense Report*, the section below explains how to enter in-state mileage in a Workday Expense Report.

Completing the Expense Report

First, it is helpful for the Business Office if the header contains a brief description of why the Expense Report is being created. On the initial screen of **Create Expense Report for Worker** task, use the Memo line to describe the purpose of the Expense Report.

Create Expense Report for Worker

Pay To	*	✕ Employee: Jimmy K Driggers ... ☰
Creation Options	*	☒ Create New Expense Report ☐ Copy Previous Expense Report ☐ Create New Expense Report from Spend Authorization
Memo	*	In-State Travel for July 2026
Company	*	✕ Division of Agriculture of the University of Arkansas ... ☰



That description will then auto populate in the Memo line of the next screen and will be visible in the Header. To verify or modify the description, select the **Header** tab and then review the verbiage in the **Memo** line. As shown below, if the report is being created to reimburse monthly mileage, type ***In-State Travel for July 2026*** or something similar. The description in the Memo line will appear in the red header box, up to a character limitation.

View Expense Report

ER-00003933

In State Travel for July 2026

Pay To

Employee: Jimmy K Driggers

Status

Paid

Personal

0.00 USD

Company Paid

0.00 USD

Prior Balance Applied

0.00 USD

Cash Advance Applied

0.00 USD

F

4

Header

Attachments

Expense Payment

Business Process

Expense Lines

Expense Report Number

ER-0000393337

Memo

In State Travel for July 2026

After completing the initial screen titled **Create an Expense Report for Worker** and selecting the blue **OK** button, an **Expense Lines** tab will open. Select the Blue **Add** button and the screen below should appear.

Add

1 Item

Expense Line

Drop files here

Select files

Expense Date

03/17/2025

Expense Item

Mileage (Domestic) (Private Vehicle/Aircraft)

Rates Used

0.02

Total Amount

70.00

Currency

USD

Memo

sss

Company

Division of Agriculture of the University of Arkansas

*Cost Center

COOPERATIVE UADA | CES | Pope County

Designated

Grant

COOPERATIVE UADA | CES | FSL, PPIC2, Anderson

Program

Project

Agency

*Fund

FD206 Restricted | Federal Appropriations

*Additional Worktags

NACUBO Function: F0320 Cooperative Extension Service

Site: CS022 UADA | CES

Billable

☐

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) Google Terms of Service

(2) Google Maps/Google Earth Additional Terms of Service

(3) Google Privacy Policy

powered by Google

Mileage Reimbursement Highlights

Temporary Mileage Reimbursement Increase For 3/17/2023 Onwards

Private vehicle mileage shall be reimbursed and computed, using map mileage, between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less.

When privately owned motor vehicles are used for travel on official business, the traveler may claim reimbursement at the rate per mile established by the Chief Fiscal Officer of the State in effect during the time the travel occurred.

The shortest major highway route will determine the maximum mileage allowed.

The State will reimburse for official miles driven only.

Tip: You can use Google Maps to help calculate mileage.

For additional expense policy information, please review your institution's policies or contact your Travel Administrator.

Item Details

Origin Address

105 West 8 Street, Russellville, AR, USA

Destination Address

Russellville, AR, USA

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

0.1

Trip Distance Including Diversions

150

Round Trip

☐

Distance to Expense

150

Group Travel

☐

Receipt Included

☐

enter your comment

Submit

Save for Later

Close

Expense Item: Mileage (Domestic) (Private Vehicle/Aircraft)

Complete the fields as follows:

Field Name	Response
Drop Files here	Attach Trav-207 (Note: Earlier guidance was that all receipts be scanned together and uploaded here. However, current best practice is to upload only the relevant receipt to each expense line.)
Expense Date	Select the last day of the month Ex. <i>January 31, 2026</i>
Expense Item	Type in <i>Mileage</i> , then select (Domestic) (Private Vehicle/Aircraft)
Total Amount	Leave blank
Currency	Will auto-populate USD
Memo	Type in <i>See attached TRAV-207 (if multiple funds are being used, include worktag on each line)</i>
Company	Will auto populate to <i>Division of Agriculture of the University of Arkansas</i>
Cost Center	This will auto populate the traveler's name/headquarters. (Change if needed to charge to different Cost Center.)
Designated (DS worktag) Grant (GR worktag) Program (PG worktag) Project (PR worktag) Agency (AG worktag)	Leave blank unless you are using funds from a specific source.
The remaining fields in the left column will auto-populate. Tab to <i>Item Details</i> on right column.	
Origin Address	Enter the complete address of your headquarters
Destination Address	Type in your headquarter Town and State (only)
Trip Distance Including Diversions	Enter the total miles driven for the month per the TRAV-207, separating out mileage for different funds, if multiple funds are being used.

To split mileage between two or more worktags, you will need to enter additional lines by clicking the blue **Add** button and completing all fields again. Once all mileage lines are entered and TRAV-207 uploaded, select **Submit** to begin the approval process.

NOTE: ANY trip that has expenses other than just mileage **MUST** be reported on a separate Expense Report with a separate TRAV-207.

Out-of-State Travel

Obtaining Travel Approval

All out-of-state travel requires prior approval. To obtain approval, a [Travel Authorization Form](#) must be completed. If the proposed mileage is over 800 miles round trip (400 each way) and the traveler chooses to drive, a [Travel Method Comparison Worksheet](#) must also be completed. Both forms should be submitted (and approved) as soon as the information is available but no later than 2 weeks prior to the start of travel. No travel expenses (including airfare) should be incurred prior to approval. Early approval is best practice.

Travel Method Comparison Worksheet & Travel Authorization Form

If the proposed trip is over 800 miles, roundtrip, a comparison of each method (drive or fly) must be documented on the [Travel Method Comparison Worksheet](#). Unless otherwise authorized, **the traveler is entitled to reimbursement for the lower cost option**. Mileage included in the comparison should be verified via Google Maps, and documentation should be submitted with the Travel Method Comparison Worksheet. A screenshot of the estimated cost of airfare is also required.

If the traveler is driving, the total estimated mileage should be shown in the Miles column with a note in the Personal Vehicle justification field that only the Airfare in Lieu of Mileage estimate will be claimed.

B. TRAVEL ESTIMATES					
Link to Federal Per Diem for Meals and Incidental Expenses (M&IE): https://www.gsa.gov/travel/plan-book/per-diem-rates					
Cost Description	Days/ Miles	Rate (Per Day or Total)	Total Estimated Cost	TCard Charge	Justification/Description/Explanation
Registration Fee			\$ 0.00	☐	
Airfare			\$ 0.00	☐	
Lodging			\$ 0.00	☐	
Car Rental			\$ 0.00	☐	
Parking			\$ 0.00		
Personal Vehicle (Rate)		\$ 0.52	\$ 0.00		

It is critical that absolutely every expense be included on the Travel Authorization Form—at the maximum amount anticipated/allowed. For example, it is best to list the maximum daily limit for meals. Failure to include an expense on the Travel Authorization Form may result in that expense not being reimbursed. Expense items not included in the original spend authorization may not be eligible for reimbursement. Such items require a detailed justification in the memo line field.

All documents are submitted to the Staff Chair (if not the traveler) and then District Director or just District Director if the Staff Chair is the traveler. When travel is complete, all these documents are attached to the Expense Report in Workday. In addition, if the traveler chooses (and is approved for) driving instead of flying relative to out-of-state travel, a TRAV-

207 must be completed after travel is concluded and attached to the Workday Expense Report.

Complete
all fields.

TRAVEL METHOD COMPARISON WORKSHEET

Clear Form

Business travel policies are aligned with state & federal reimbursement rules. Travelers are responsible for understanding the rules and regulations associated with official travel paid for with UADA funds and must comply with expenditure policies as indicated at [UADA 380.1](#). Questions regarding travel policies should be directed to our accounts payable team at accounts payable@uada.edu.

- The travel method comparison must be completed **BEFORE** travel and documented as part of the authorization to travel.
- The fully completed travel method comparison must be attached to any Workday spend authorization **AND** Workday expense report submitted for reimbursement of this trip.
- Completion of this form is not a guarantee of reimbursement. A final allowability determination will be made at the time the expense report is submitted for reimbursement.

A. TRAVEL INFORMATION

Traveler Name	Official Station

Trip Destination

B. COMPARISON

	Departure Date	Return Date	# of Days
Travel Dates			
Event Dates			

INDIVIDUAL FLYING COST ESTIMATES

Cost Description	Rate or Days	Direct Cost, Miles or Fee	Total Estimated Cost	Justification/Description/Explanation
Attach Print Out - Documented Reasonable Airfare (Search 2 Weeks in Advance)			0	
Baggage Fee (Set at \$50)		50	50	
Taxi/Ground Transportation (Set at \$50)		50	50	
Most Economical Long Term Daily Airport Parking			0	
Personal Vehicle (Official Station to/from Nearest Airport)	.52		0	
TOTAL ESTIMATED COST TO <u>FLY</u>			100	

INDIVIDUAL DRIVING COST ESTIMATES

Cost Description	Rate	Miles	Total Estimated Cost	Justification/Description/Explanation
ATTACH PRINT OUT - Enter the "Exact" round-trip mileage	0.52		0	
TOTAL ESTIMATED COST TO <u>DRIVE</u>			0	

Exception, Justification and Details
(Example: Multiple persons traveling together, hauling necessary equipment, document saving, etc.)

Complete
all fields.

V4.1 Updated 2/5/2025



Clear Form

TRAVEL AUTHORIZATION FORM Out of State Only

Business travel policies are aligned with state & federal reimbursement rules. Travelers are responsible for understanding the rules and regulations associated with official travel paid for with UADA funds as indicated in the policy at [UADA 380.1](#). Questions regarding travel policies should be directed to our accounts payable team at accountspayable@uada.edu.

Traveler Relationship to Organization	Traveler Name
Employee	
Unit/Department/County	Official Station

A. TRIP DETAIL

Trip Destination	Workday Business Purpose	Conference Attendee
Travel Description Including Business Justification		
	Departure Date	Return Date
	# of Days	
Travel Dates		
Event Dates		
Taking Personal Days?	Yes	No
	☒	☐
If yes, Provide Dates:		

Official Time Only (No UADA Cost) ☐

Do you require a travel advance? ☐



A spend authorization in Workday must be submitted and approved to receive a travel advance.

B. TRAVEL ESTIMATES

Link to Federal Per Diem for Meals and Incidental Expenses (M&IE): <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Cost Description	Days/ Miles	Rate (Per Day or Total)	Total Estimated Cost	TCard Charge	Justification/Description/Explanation
Registration Fee			\$ 0.00	☐	
Airfare			\$ 0.00	☐	
Lodging			\$ 0.00	☐	
Car Rental			\$ 0.00	☐	
Parking			\$ 0.00		
Personal Vehicle (Rate)		\$ 0.52	\$ 0.00		
Meals			\$ 0.00		
Baggage Fee			\$ 0.00		
Taxi/Ground Transportation			\$ 0.00		
Other (Description Required)			\$ 0.00		
Total Estimated Costs			\$ 0.00		

C. TRIP FUNDING

Total Remaining to Distribute			\$ 0.00
Workday Driver ID	Workday Cost Center ID	REEport (AES Only)	Amount
Enter 3rd-Party Information			
TOTAL			\$ 0.00



If travel is sponsored by a third party, either in whole or part, a Workday Spend Authorization or Travel Authorization Form is still required and must identify the sponsor(s) by name in the description and the expenses they will be sponsoring. A conflict of interest disclosure may also be required. See [PMGS 1801 Division Conflict of Interest Policy](#) for additional information.

D. TRAVEL APPROVAL

I approve this out of state trip request and verify the availability of funds for the allowed incurred costs as documented in this authorization.

Supervisor Signature (Required if different from Department Head/Staff Chair)

Supervisor Printed Name

Date Approved

Department Head/Staff Chair Signature

Department Head/Staff Chair Printed Name

Date Approved

Allowable Expenses & Required Documentation

Below is a list of allowable expenses and another of required documentation. Note that if airfare is approved for the planned travel, it may be purchased using a Travel Card (T-Card) or personal funds. Travelers are eligible for reimbursement for airfare only AFTER the trip has ended and the Workday Expense Report is fully approved and processed by the Business Office.

Allowed (Reimbursable)

- Airfare (i.e., coach class, main cabin, economy, for domestic flights)
- Car rentals using the State Contract (with appropriate justification). Please note that if requesting a car rental, the Spend Authorization through Workday is required in lieu of the Travel Authorization form. Renters should not add insurance when renting vehicles since rental coverage is included in the UADA business insurance policy. Additionally, fuel purchase options or prepaid fuel are not allowed with vehicle rentals.
- Fuel for rental vehicles (purchased at gas pump)
- Lodging, including associated taxes and fees
- Meals with an overnight stay (Actual costs must be reported up to per diem amounts; claiming per diem all the way across is not allowed.)
- Mileage, at rate authorized by Chief Fiscal Officer of the State
- Parking fees
- Registration fees for conferences/training
- Taxis, shuttle, ride-share, or related services, excluding tips
- Tips associated with meals while in travel status (up to 15%) not to exceed maximum per diem limit

Receipts Required

- Airfare (must include complete itinerary, passenger name, dates of travel, date and proof of purchase, seat class, and any service fees; reservation confirmation notice NOT acceptable)
- Bag fees
- Car rental (reservation confirmation notice NOT acceptable)
- Communication expenses (phone, internet, etc.)
- Group meals or “Official Function Policy” meals
- Items purchased while in travel status (must include detailed explanation of why items were needed)
- Lodging (must be itemized; credit card receipts without itemization or reservation confirmation notice NOT acceptable); **Receipt must show a zero balance.**
- Parking
- Registration fees
- Taxi/ride-share (tips NOT reimbursable)
- Toll fees
- Train

Next Steps

All documents involved in the approval of travel should be held in the county office until travel is complete. As soon as planned travel is completed, the related Expense Report should be submitted in Workday. (See the [*Completing a Workday Expense Report*](#) process guide.) Once the Expense Report is approved, any charges paid by the traveler with personal funds will be reimbursed. Reimbursement is usually made via direct deposit to the account designated by the traveler for expense reimbursements.