

UA Foundation Payments to Travel Agencies

The University of Arkansas Foundation accepts requests for payment to all travel agencies. No one is authorized to "charge" tickets purchased at a travel agency to the Foundation. It is necessary to follow a more stringent set of rules than in the past due to individuals purchasing tickets and not processing a Payment Authorization in a timely manner to pay the travel agency for the tickets. This has caused some hardship to many of the travel agencies doing business with the Foundation. The new policy for using Foundation funds to purchase tickets or other services from a travel agency is as follows:

Before a ticket can be picked up from a travel agency it must be paid for either by a personal credit card, personal check, UofA Corporate credit card, or a check from the Foundation. When booking a ticket from a travel agency, the agency will provide you with either a facsimile copy of your itinerary or the original, and it is required that this itinerary be attached to a UA Foundation Payment Authorization. When the Foundation signs off on this form a check will be issued to the travel agency and a ticket issued to the University employee. After the ticket is received, it is necessary to send the Foundation a copy of the ticket to attach to the Payment Authorization. This is an audit requirement.

In cases where an employee requires a ticket the same day it is being requested, it will be necessary to use a credit card* and ask for a personal reimbursement from the Foundation. It normally takes about two days to process a check; therefore the employee would be reimbursed for the ticket before the credit card billing is received.

No checks will be written to any travel agency without documentation attached to the UA Foundation Payment Authorization. Travel agencies will not issue tickets until payment is rendered.

*The University issues corporate credit cards for this purpose to employees who apply for them.

March 2, 1993