

John A. Hebard, CPM  
Chief Procurement Officer  
Phone: (907) 474-6831  
Fax: (907) 450-7720  
jahebard@alaska.edu



001 Butrovich Building  
2025 Yukon Drive  
PO Box 757940  
Fairbanks, AK 99775-7940

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**TO:** Banner Finance Users  
**FROM:** John Hebard, Chief Procurement Officer  
**DATE:** January 5, 2023  
**RE:** **Travel Processes for Contractors/Vendors**

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*John Hebard*  
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**Purpose:**

To implement consistent procedures for contractor/vendor travel and establish clear criteria for the limited times when deviation from the procedures may be considered.

**Background:**

While it has always been the practice of Procurement & Contract Services (P&CS) to include contractor/vendor travel as part of the procurement contract, travel has historically been processed both through P&CS and through university travel offices. This has led to tax issues, risk and insurance liability issues, possible duplicate payments, and improper use of account codes. Therefore P&CS, in conjunction with the university travel offices, provides the following guidance for processing travel for contractors and others paid via purchase order.

**Guidance:**

The university's default procurement procedure is that contractor/vendor travel is part of their normal business activities. It is the contractor/vendor's responsibility to schedule, book, and pay for travel related services such as airfare, lodging, transportation, and meals. The University will reimburse a contractor/vendor for these services at cost so long as the costs do not exceed those paid to University employees pursuant to UA Travel Regulations (<https://alaska.edu/uatravel/rules/>). An estimate of the total cost for travel related services should be included as a separate line item on the purchase requisition/purchase order. This line item must have the same account code as the services being procured (*a 3XXX service account code not a 2XXX travel account code*).

**Possible Exceptions:**

The University seeks to be consistent and efficient, especially with its use of administrative resources, in its procedures related to contractor/vendor travel. Exceptions will only be considered in extraordinary circumstances and must be approved, in advance by UA P&CS and the appropriate university travel office. Reasons for exceptions may include:

- Complexity of the travel requirements
- Unique contractor/vendor circumstances that make them unable to make travel arrangements
- Services where the industry standard dictates that the purchaser make travel arrangements (ex. Guest Speakers or Performers)
- Contractor/vendor travel cannot be reasonably separated from group travel expenses, such as group charters/lodging.

Thank you for your assistance and understanding as we improve our practices related to the contractor/vendor travel process.

**Cc:** UAA, UAF, UAS, SW Banner Finance list serves  
UAA, UAF, UAS, SW Travel Offices  
Contracting Officers  
Procurement Technicians  
Internal Audit