



ASUN Operating Procedure - 3002

Operating Procedure Synopsis

Title: Travel

Approval Date/Revision Date(s):

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Executive Cabinet Liaison: CFO

Responsible Manager: Director of Procurement

A. Purpose and Scope

Each fiscal year, employees working on behalf of Arkansas State University-Newport travel in the performance of their job duties. The college's system and processes coordinate resources and negotiate contracts to ensure the greatest possible return on the College's travel investment. Travel policies provide safe and appropriate services for employee and guest travelers, while using College resources in the most efficient manner.

B. Definitions

Per diem- Per Diem is the allowance for lodging (excluding taxes), meals and incidental expenses.

Official Station- The campus location or "address" where the employee normally reports for duty.

Residence- The city or town in which the individual has an abode or dwelling place.

C. Procedures

Travel Administrator Responsibilities

State Law restricts the authorization for travel to the administrative head of the College. The Chancellor has been authorized to designate an individual within the College to act as agent in performing these duties. The designee for Arkansas State University-Newport is the CFO.

The responsibilities of the Travel Administrator are:

1. Authorize traveler to conduct business outside the employee's official station by verifying the request is in compliance with state and College travel regulations; approving and processing the Request for Travel Authorization (TA).
2. Be cognizant of the costs for employees to attend seminars, meetings and training institutes; be familiar with reasonable travel costs and with the state and College travel regulations and policies.
3. Approve Travel Reimbursement Claims. Verify all payments to the traveler are in compliance with state and College travel regulations and required receipts are furnished as documentation.

* All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

A. STANDARD REIMBURSEMENTS

Officials and employees may be paid travel expenses when required to travel away from their "official station" on College business. "Official station" is the geographic location or "address" where the employee normally reports for duty. An employee's "residence" shall be the city or town in which the individual has an abode or dwelling place. An employee whose resident city is a location other than the "official station" shall not be allowed mileage to travel between them.

All employee travel reimbursement claims must be completed for payment to the individual traveler. An employee may not include the travel expenses of another employee on the TR-1 form.

No expenses for meals or lodging will be allowed within the city or town of the employee's "official station".

State employees loaned from one state agency to another may be reimbursed for travel expenses by the agency benefiting from the travel.

NOTE: College Procurement Cards (P-Cards) cannot be used as a method of payment for travel expenses.

B. MEALS AND LODGING

1. General Information

Please note that travel reimbursement is **NOT** a per diem, and is to be claimed for **ACTUAL EXPENSES FOR MEALS, TIPS, AND LODGING NOT TO EXCEED THE MAXIMUM ALLOWABLE RATES AS LISTED IN THE GSA PER DIEM RATES WEBSITE, ([GSA – Domestic Per Diem Rates](#))**.

For the purpose of these regulations, the travel day shall be deemed to commence at 6:00 a.m., and end the following morning at 6:00 a.m. The day's expenses may include: breakfast, lunch, dinner, tips (meals only), and one night's lodging.

Reimbursement is to be claimed for actual expenses for meals, tips (on meals only) and lodging within the limitations set by law (see below) and the maximum must not be claimed unless actual expenditures for such purposes were actually made. Travel allowances prescribed by the State of Arkansas will be observed, without waiver, for both in and out-of-state travel.

The maximum per diem allowance may be exceeded only if the special request is made in advance through the Travel Request. Approval to exceed the per diem limit may be given for lodging only. The reasons for exceeding the limit must be clearly stated during the Travel Request completion process.

Reimbursement may not be claimed for free meals, meals provided by the conference, or lodging, or any items provided by individuals or any organization. Meeting agendas must be submitted with the travel request form. Meals included in a registration fee payment may not be claimed in per diem costs. Reimbursement may not be made for lodging in a private home.

2. Meals

Meal reimbursement is allowed only in connection with **overnight travel**, whether in state or out of state unless "special authorization", under ACA 19-4-903, is requested and granted in advance by the Travel Administrator. Special authorization will be limited to those "rare occasions" where, for example, an employee is asked to perform unanticipated duties outside of his/her normal work schedule that are official in nature. Travel, whether in state or out of state, should never be the only consideration when justifying the need for "special authorization" as provided in ACA 19-4-903. The memo justifying a special authorization **must show the benefit to the State.**

The maximum full day meal allowance, including sales tax and up to 15% gratuity, can't exceed the federal per diem rate depending on the destination location.. Tip reimbursement of up to 15% of the meal amount expended may be reimbursed to the employee. However, the total of the meals and tip may not exceed the maximum CONUS rates found at [GSA – Domestic Per Diem Rates](#).

Itemized receipts for meals are not required, **except in the case of individuals using a university issued travel card. When a travel card is used, all receipts are required and are reconciled to the monthly travel card statements. State and federal grants may have specific requirements that require meal receipts to be submitted. Employees using grant funds should verify in advance of travel if receipts are required by contacting the Director of Budgets and Grants Management.**

Management reserves the right to request actual receipts at the sole discretion of the manager and for any reason, including but not limited to a reasonable suspicion of fraud, waste, or abuse. Travelers should retain receipts to support requests for audit. In the event receipts have been requested the receipt must be itemized and not include alcoholic beverages.

The first and last calendar day of travel is capped at 75 percent of the full day's per diem rate.

Example:

<u>Per Diem Rate</u>	<u>First& Last Day of Travel Per Diem @ 75%</u>
\$59.00	\$44.25

Meals Included in Conference Registration

Meal reimbursement requests must be reduced for meals provided as part of the conference registration by deducting the appropriate amount as shown under the Meals and Incidental Expenses (M&IE) breakdown at <http://www.gsa.gov/portal/content/104877>. Meeting agendas must be attached to the Travel Request Form.

Allowances may be made in writing to allow the traveler to claim meal reimbursement, if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs;
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs;
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

Complementary Meals

Meals provided by a common carrier or a complementary meal provided by a hotel/motel **does not** affect the maximum meal allowance per the Federal Travel Directory.

3. Lodging

Reimbursement for lodging is limited to the single room rate. If a room is occupied by more than one person, the single room rate must be noted on the receipt. College employees occupying the same room must share equally the cost of the room. Each traveler sharing the room should request a receipt from the hotel. If hotel is unable to furnish individual receipts, a memo written by the reimbursed travelers must be given with each traveler's reimbursement request to document sharing, along with a copy of the hotel receipt for the shared room for both travelers.

The maximum daily allowance will be limited to the Federal-per-Diem rate depending on the location for both

in-state and out-of-state travel. Lodging costs exceeding the rates listed in the [GSA-Domestic Per Diem Rates](#) may not be paid without prior authorization from the Travel Administrator on the Travel Authorization (TA) form. It must include justification as to why it was in the best interest of the state to exceed the standard reimbursement rate.

Reimbursement for lodging must be supported with a hotel document indicating the lodging specifics. Third party booking from internet vendors will not generate an appropriate document for reimbursement.

NOTE: All lodging receipts must indicate a zero balance reflecting payment of all incurred charges without an outstanding balance.

C. TRANSPORTATION

1. General Information

Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or College owned automobile; whichever method serves the requirements of the College **most economically** and advantageously. A constructive travel analysis will be conducted aided by the travel optimizer tool. The reimbursement will always be limited to the most economical form of travel. Only costs that are easily available and verifiable will be utilized in the constructive travel analysis. Some examples of these include: airfare via expedia.com, round-trip shuttle fees from airport to hotel verifiable via web search, baggage fees via airline policy, airport parking via airport website. If any of these costs cannot be verified via an internet search, the cost will not be allowed in the constructive travel analysis calculation.

Example:

Employee chooses to travel out-of-state on official business via their own personal vehicle. This method of travel is for the convenience of the employee. The constructive travel analysis would be as follows:
Official Business Travel of Employee to New Orleans, LA

Method 1 – Airfare:

Airline Ticket	(verified through expedia.com)	\$200
Baggage Fees	(via airline website)	\$50
Airport Parking	(via airport website)	\$45
Airport Round Trip Shuttle Fees	(via shuttle service website)	\$ 40
Total of Transportation Costs		\$335

All the costs in method 1 are easily verifiable via a web search. Taxi fares are not used in the analysis because fares vary by trip and are not easily verifiable via a web search.

Method 2 – Travel by Personal Vehicle:

Travel Mileage	483.4 miles @ \$0.42	\$203.03
Parking Fees		<u>\$220.00</u>
Total of Transportation Costs		\$423.03

Reimbursement to employee would be limited to \$335, in accordance with the most economical form of travel. Mileage is reimbursed at 42 cents per mile because utilization of a personal vehicle was for the convenience of the employee and not the college.

Reimbursement for out-of-state travel will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage when driven. Other expenses will be taken into account when calculating the constructive travel analysis.

When travel by privately owned vehicle serves as convenience to the College and as authorized by the Travel Administrator, the owner may claim reimbursement at the rate of fifty-two cents (.52) per mile. When personal vehicles are taken for the convenience of the employee, reimbursement shall be limited to forty-two cents (.42) per mile. Carpooling is required when more than one employee is traveling on College business to the same location(s) for approximately the same length of stay, unless it serves in the best interest of the college to allow travel in multiple vehicles.

NOTE: All travel by personal vehicle subject to reimbursement must be approved by the Travel Administrator in advance.

Employees submitting travel authorizations should not request permission to stay overnight at destinations that are less than fifty (50) miles from the employee's official station or residence, if leaving or returning directly to/from their residence, whichever is less. Exceptions to this rule may be granted by the Travel Administrator, if the agenda for the travel requires late night or very early morning attendance.

Act 181 of 2009 effective October 1, 2009, prohibits drivers of motor vehicles from using handheld wireless telephones to engage in text messaging. This applies to driving a College vehicle or while driving a personal vehicle on College business.

2. College Vehicles-Motor Pool

The College maintains a fleet of vehicles for use by faculty and staff traveling on official business. Requests for a College vehicle should be made to the Procurement Office, (870) 512-7849. Vehicles will be issued on a first request basis. The traveler's department budget will be charged mileage at an approved rate per mile.

The regulations regarding the use of College fleet vehicles are as follows:

- a. Each College vehicle will contain a mileage sheet in the vehicle book that is maintained each time the vehicle is driven. The traveler should log the following information: The driver's name, beginning and ending mileage, destination, account number, date, number of passengers, and any comments about the vehicle.
- b. Self-service gasoline pumps shall be used to purchase fuel. Fuel must be purchased with the fuel card provided for each vehicle. Vehicles should be filled with fuel upon completion of the trip prior to returning the vehicle to the motor pool. Credit card receipts returned to the Procurement Department.
- c. Seat belts must be worn at all times by the driver and passengers.
- d. **No smoking** shall be allowed in College vehicles.
- e. Texting and driving is prohibited by state law.
- f. The vehicle registration and insurance identification card shall always be kept in each vehicle.
- g. Accidents must be reported to the Procurement Department or Campus Police within 24 hours of the occurrence, or by the following business day, whichever is sooner.
- h. Traffic violations must be reported to the driver's supervisor within 24 hours of the occurrence, or by the following business day, whichever is sooner.
- i. Authorization to operate a state vehicle is given only to employees who are duly licensed in accordance with the requirements of all applicable state laws and the State Vehicle Safety Program. Upon hire, all drivers must provide a copy of valid driver's license and complete a VSP-1 Form. (Authorization to Operate State Vehicles and Private Vehicles on State Business).

In compliance with the State of Arkansas "Governor's Policy Directive-3": All state owned vehicles shall be parked at the agency location at night and on weekends. Also, all state departments and agencies shall place

stringent control on the use of state owned vehicles to ensure that they are used for "official use only".

3. Reimbursement for Use of Privately Owned Vehicle

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**. Mileage reimbursement for official use of a private motor vehicle may be claimed, listed separately on the TR-1.

When a personal vehicle is taken for the convenience of the employee, reimbursement shall be limited to \$0.42 per mile.

Official mileage to any city may be obtained by visiting Google Maps, Rand McNally, or MapQuest official mileage. The shortest major highway route will determine the maximum mileage allowed.

The College will reimburse for official miles driven only. The College assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the owner of the vehicle while on official business for the College.

In instances where an employee travels directly to an assigned destination from the place of residence rather than from the "official station," the shortest distance to the destination must be claimed. If the shortest distance is from the "official station", that distance should be listed on the Travel Reimbursement Claim Form (See attached). If the shortest distance is from the employee's residence, that distance should be listed on the claim. The question of whether to claim mileage from one's "official station" or "place of residence" only occurs in those instances where an employee lives in a location that is not the same as the city listed as the "official station". Travel from an employee's home residence to an ASUN campus that is not their "official station" is not reimbursable if the distance to the ASUN campus is less than the travel distance from their residence to their "official station".

Example #1: Employee A's "official station" is listed as Newport.

- a. Employee A lists place of residence as Jonesboro. The employee travels directly to Hot Springs from Jonesboro. The mileage claimed should be from Newport to Hot Springs.
- b. The same employee travels directly from Jonesboro to West Memphis. The mileage claimed should be calculated based upon the distance from Jonesboro to West Memphis, since the distance from Jonesboro to West Memphis is shorter than from Newport to West Memphis.

Example #2: Employee A's "official station" is listed as Newport.

- a. Employee A lists place of residence as Jonesboro. The employee travels directly to Hot Springs from Jonesboro. The mileage claimed should be from Newport to Hot Springs.
- b. The same employee travels directly from a residence in Jonesboro to Marked Tree. There should be no mileage claimed since the distance from Jonesboro to Marked Tree is shorter than the distance from Jonesboro to Newport.

4. Vicinity Miles

Mileage reimbursement for official use of a private motor vehicle may be claimed within the vicinity of any locale. Vicinity miles must be listed separately on the TR-1.

5. Employees Traveling Together

In the event that more than one employee travels on official business in the same privately owned vehicle, reimbursement for mileage may be claimed only by the owner of the vehicle.

6. Privately-Owned Airplanes

Reimbursement for the use of privately owned airplanes is the same as for privately-owned automobiles, except the reimbursement mileage is determined by the shortest major-highway route at a rate of forty-five cents (.45) per nautical mile but limited to the lowest-cost air fare.

7. Common Carrier Travel

Travel by common carrier (airplanes, trains, etc.) must be coordinated through the Procurement Department. The College will purchase tickets for common carriers that are used by employees traveling on College business. In some instances, it may be beneficial to the College for employees to purchase the ticket from personal funds and claim reimbursement from the College.

Tickets for air travel must be purchased at least 14 days prior to trip. Travelers must attach a justification letter **signed by the supervisor** to the TA form for all air travel requests resulting in ticket purchases made less than 14 days prior to trip.

An employee may not be reimbursed for transportation expenses (tickets) prior to travel occurring except in cases where it is economically advantageous for the College, and with the prior approval of the Travel Administrator.

Travelers by commercial air shall utilize coach accommodations, except in those instances where first class accommodations would be more economical for the College. Instances where first class fare is utilized will require detailed, acceptable justification.

Reimbursement for transportation must be supported by an original vendor document describing the travel and indicating the cost. In the case of electronic tickets, a confirmation number notification must be provided. The traveler will only be reimbursed for the first checked bag per departing and returning flight. However, the traveler will not receive any reimbursement without a receipt.

8. Payment by Bonus Credits

The use of bonus credits for personal travel for which reimbursement is claimed is prohibited and the College may recover the full fare value of the tickets from the employee. Any free travel earned using College funds must be used in travel for College business.

9. Car Rental

All car rentals are coordinated through the Procurement Department. The Travel Administrator shall authorize in writing, the use of rental vehicles only when it is more economical than taxi, airport shuttle, etc. College travelers must use the statewide vehicle rental contract. This contract is a discounted rate that **includes insurance**.

If a State Contract is not in force, when employees rent vehicles for official state business both liability and physical damage (or damage waiver) insurance should be purchased from the rental company. If the rental is extended for personal time use, the employee should contact their insurance agent to confirm their personal

auto policy will cover the rental. Failure to do so could result in a claim being denied. The College strongly recommends that employees purchase all insurance coverage from the rental company, especially when traveling out-of-state.

Any travel other than to and from airport and place of lodging, must be documented as official business before consideration for approval will be given. Any portion of car rental expense that is determined to be personal in nature will be the responsibility of the traveler and the College will not reimburse the employee for such expenses. Reimbursement for car rental insurance will only be allowed if the vehicle is used for official business only. However, if the rental is determined to be for both official business and personal usage, the traveler will be responsible for the total car insurance amount.

D. OTHER TRAVEL EXPENSES

1. Registration Fees

Registration fees for conventions and meetings are allowable expense items. When a registration fee includes the costs of such items as meals and lodging, the traveler may not claim those items separately. Whenever possible, registration fees should be prepaid by submitting an approved TA form for payment of prepaid items and along with a copy of the registration form to the Travel Administrator.

Travel authorizations submitted to the Travel Administrator for registration fees should also include any other prepay item plus the estimated reimbursable expenses related to that particular trip. All expenses for any trip should be approved by the Travel Administrator on the same TA Form.

A descriptive vendor document must support reimbursement for conference registrations.

2. Baggage

Transportation or storage charges for articles used in the official business of the College and standards for handling baggage (other than personal) are allowable expense items. Receipts must be furnished. The traveler will only be reimbursed for the first checked bag per flight. However, the traveler will not receive any reimbursement without a receipt.

3. Parking Fees

Fees for parking a state-owned, leased, or privately owned vehicle are reimbursable and should be listed on the reimbursement request. Receipts should be furnished with a TR-1 when submitted for reimbursement.

4. Miscellaneous Expenses

Miscellaneous expenses, whether or not directly connected with travel, may be allowed with adequate justification when necessary for the performance of official duties. Receipts are required.

E. RESTRICTIONS ON TRAVEL REIMBURSEMENT

Original receipts are required for lodging, registration fees, rental cars, parking, phone calls, taxis and shuttles, and commercial travel. Commercial travel includes airlines, travel agencies, boat, train, and bus lines. In addition, receipts must be obtained for all miscellaneous expense items.

F. ITEMS NOT REIMBURSABLE

Expenses for personal entertainment, tips (excluding meals), flowers, valet service, laundry, alcoholic beverages, cleaning, movies or other similar services are not reimbursable. Communication expenses shall be allowed only when required for the transaction of official business and properly receipted.

1. Expenses for rental of space, decorations, entertainment or other arrangements in connection with banquets held solely for the benefit of employees are not reimbursable.
2. Petty cash funds cannot be used to make travel advances or reimbursements. Incidental expenses incurred by the traveler such as procurement of minor supplies essential to the performance of college business may be reimbursed from petty cash funds upon presentation of proper receipts.

G. OFFICIAL FUNCTIONS

See Operating Procedure.

H. EXPENSES FOR NON-STATE EMPLOYEES

1. Volunteers, Non-State Employees and Official Guests

A non-state employee or an official guest of the state, whose activities or services benefit the College, may be allowed reimbursement for actual expenses for meals, lodging, transportation and incidental expenses when submitted on a TR-

1. Travel reimbursement for these individuals may be approved with a written explanation of the activities by the Travel Administrator. Federal employees who travel for the state agency shall be regarded as a state employee and shall be reimbursed as such. The TR-1 form should show that this employee is on the payroll of the Federal Government and assigned to this agency.

Every agency/institution that utilizes the services of volunteers is authorized to provide reimbursement for meals, lodging and travel, subject to the same rules and regulations governing state employees. Volunteers may utilize agency vehicles in the performance of their duties subject to those rules and regulations governing the use of College vehicles by paid staff.

2. Expenses of Students

The College may provide travel expenses for a group or number of students who must travel and be recognized as a cohesive unit representing not only Arkansas State University-Newport, but exemplifying the State of Arkansas in their behavior, attitudes, interests, presentation and conduct. In these circumstances the payment of group travel expenses, including those of students and employees, may be authorized as follows:

Meals and 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.

3. Expense of Job Applicants

In certain circumstances, the College may pay for travel expenses for an interview of out-of-state applicants for full-time faculty and non-classified positions. Applicants are considered "guests of state" and as such will need help with their travel arrangements to insure state travel regulations are followed. The Hiring Official of the Chair of the Search Committee, or their designee, should assist the applicant with their travel arrangements and reimbursement.

In-state, classified position, and adjunct faculty applications are not eligible for reimbursement.

I. MOVING EXPENSES

In certain circumstances, the College may elect to pay moving expenses for new hires. This must be coordinated through the Procurement Department. The terms of agreement for payment of moving expenses should be included in the employee's offer letter and approved by Chancellor. The College's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed by the College. The following guidelines determine when reimbursement is acceptable.

1. The relocation must be solely for the convenience of the College.
2. Newly hired employees are not eligible for reimbursement of moving expenses.
3. Household effects do not include vehicles, farm equipment, boats, and other items not used in the home.
4. Internal Revenue Service guidelines for allowable moving expenses are applicable.

J. PROCEDURES FOR TRAVEL AUTHORIZATION (TA FORM)

No more than one travel authorization form should be submitted by an employee for any one trip. All of the expense items, prepaid or reimbursement, should be together on one TA Form prepared in advance of travel or reimbursement can be denied.

1. General Information Section:

Fill in the Applicant Name, Title, Department, and Phone Number (work) of traveler.

Dated Submitted – Enter date the form is prepared.

Account Number – Enter the department/project/expense account number paying for travel expenses. Please make account number inquiries to the Procurement Office, if uncertain.

E-Mail Address – Enter asun.edu email address

2. Travel Data Section:

Destination – Enter the city and state

Purpose – Enter the reason for travel

Dates of Meeting/Office Business – Enter beginning and ending dates of meeting or official business.

Dates of Travel – Enter dates of departure and return if they differ from meeting dates.

3. Estimated Cost Section:

Transportation – Check mode of travel and enter the estimated cost of travel. If travel is by air and ticket is to be "Prepaid", leave this line blank.

Registration Fees – Enter cost of any registration fees. If fee is to be "Prepaid", leave this line blank.

Hotel and Meals – Enter total estimated cost for room and board.

Rental Car – Enter total estimated cost for a rental car.

Other: Taxi, Parking, Phone, etc., -Enter Total estimated costs of all miscellaneous expenses.

Meeting agenda must be attached to the TA Form.

4. Request for Special Authorization Section:

This section is for requesting approval to claim more than the daily per diem rate from the Travel Administrator. Check "Yes" if requesting to claim an amount more than the daily authorized per diem rates. An

explanation for the request must be entered. Exceptions to the Per Diem Allowance is allowed for lodging **only** and **cannot be exceeded for meals**.

5. Prepaid Items Section:

This section is for prepaying registration fees or airline tickets. The items in this section should not be duplicated in the estimated cost section.

Airline Fare – Enter the estimated dollar amount of the airline ticket and account number to be charged. Travelers must coordinate with the Procurement Department for air travel arrangements. Flights should be booked 14 days in advance.

Registration Fee –Enter the dollar amount of the registration and the account number to be charged. Attach the original registration form to the TA form.

6. Approval Section:

The TA form must be signed by the **traveler** and the **supervisor** prior to travel.

7. Routing Instructions:

After all of the required signatures have been obtained the TA form should be delivered to the Procurement Department.

K. PROCEDURES FOR TRAVEL REIMBURSEMENT (TR-1 FORM)

The Travel Reimbursement Form (TR-1) is the standard form to be utilized by all College employees for the purpose of claiming reimbursement for travel expenses incurred by the traveler for meals, lodging and mileage on personal vehicles used in connection with the official business of the College. This form is also to be used for itemizing any miscellaneous expenses incurred by the traveler. Travel reimbursement requests **must be submitted within 15 working days** of the traveler's return. If an extension is needed, a **written request must be submitted to the Procurement Office before the deadline**. Should the traveler not meet the 15 working day deadline and the traveler does not receive an extension, the **traveler will be responsible for costs incurred during travel**. Shorter submission windows may be required, including but not limited to the accommodation of internal financial reporting and closing procedures. These will be communicated appropriately in advance.

Where non-state employees and other official guests of the state are authorized to render service on behalf of the University, their names and expenses will be set out on form TR-1. If, in addition to their expenses, a non-state employee performs official service for which they are paid a fee, the travel reimbursement process is not to be used to pay the fee, but their invoice for professional services is to be paid in the usual manner on the general expense document with the proper professional invoice attached. The following procedures will be utilized in submitting claims for reimbursement:

1. All travelers requesting reimbursement must complete a TR-1 form or equivalent.
2. The original, bearing the traveler's signature, shall be filed with the Procurement/Travel Department; the traveler should retain a copy.
3. Where charges for transportation, lodging, and conference registrations are not billed directly to the

College, the following documentation is required for reimbursement:

- a) Reimbursement for transportation must be supported by an original vendor document describing the travel and indicating the cost. In the case of electronic tickets, a confirmation number notification must be provided.
- b) Reimbursement for lodging must be supported with a hotel document indicating the lodging specifics.
- c) A descriptive vendor document must support reimbursement for conference registrations.

NOTE: Receipts presented for reimbursement should be original and itemized.

D. Related Information

[GSA Per Diem Rates by Zip Code](#); [Arkansas DFA Travel Portal](#); [ASUN Travel Forms](#); [Official Functions Procedures](#)