

ASU System Policy

Effective Date: February 28, 2014

Subject: Travel Expense Reimbursement Policy

1. Purpose

Cost containment is and will continue to remain a major focus of the Arkansas State University System. Employees will ensure that travel expense reimbursement is properly documented so that only authorized amounts are paid.

2. Definitions

Arkansas State University System (ASU) means all campuses and locations comprising the Arkansas State University System now and in the future.

Activities or Services which Benefit the State means

- A. Transporting ASU guests or attendees to or from official functions conducted on or off campus;
- B. Transporting ASU property to or from ASU functions conducted on or off campus;
- C. Staffing booths, desks, tables, or other locations for the purpose of distributing ASU information;
- D. Serving as official representatives of ASU for promotion, advancement, or public relations purposes;
- E. Performing tasks requested by ASU officials in furtherance of the interests of ASU. Mere attendance at ASU events is insufficient. Active, participatory acts are required.

Volunteer means a non-employee who donates time for activities or services to ASU receiving no compensation.

Official Guest means those persons designated by the System or campus chief executive officer or designee as representatives of ASU for any specific event.

Non-State Employee means any person not employed by the State of Arkansas.

Actual Expenses means costs for meals, lodging, transportation and incidental expenses when submitted on a TR-1 form.

3. Arkansas State University System Travel Expenses Reimbursement Policy

ASU will comply with all laws and regulations governing travel expenses reimbursement. Employees shall be reimbursed for their actual expenses up to the maximum allowed by state regulations when traveling on official business of ASU. Volunteers, Non-State Employees, and Official Guests providing benefit to the State shall be reimbursed for their actual expenses when properly authorized by the System or campus chief executive officer or designee.

Prior to the travel occurring, approval from the campus chief executive officer or appropriate vice chancellor shall be required for the following circumstances:

- A) All travel outside the continental United States;
- B) Length of travel time exceeds seven (7) days;
- C) Projected cost of travel exceeds \$2,500;
- D) There are more than five (5) members in the travel party who will seek reimbursement for expenses.

Failure to obtain approval as required by paragraphs A through D could result in the traveler being responsible for all travel expenses.

4. Process

Employees

- A. Employees shall utilize the most economical method of transportation for travel. Fleet vehicles or rental vehicles under contract with the state should be used whenever possible. If it is in the best interest of ASU for an employee to use a method of travel which exceeds the most economical calculation due to times and dates of travel, trips requiring

- stops at multiple locations, or other specific circumstances, the System or campus chief executive officer or designee must authorize this payment.
- B. Employees shall submit a TR-1 form in order to be reimbursed for actual expenses. Receipts must be attached documenting the actual expenses.
 - C. Reimbursement for mileage when using personal vehicles will be in accordance with current law and regulations. Vicinity miles must be documented by a mileage log or memorandum detailing miles traveled.

Volunteers, Non-State Employees, or Official Guests

- A. Volunteers, Non-State Employees or Official Guests shall submit a TR-1 form in order to be reimbursed for actual expenses. Receipts must be attached documenting the actual expenses.
- B. Volunteers, Non-State Employees or Official Guests participating in conferences or seminars must submit programs, agendas, or other documentation as proof of active, participatory service to the State.
- C. Volunteers, Non-State Employees, or Official Guests must have written approval from the chief executive officer of the campus or designee in order to be eligible to claim travel expenses.

(Adopted by the Arkansas State University Board of Trustees on February 28, 2014, Resolution 14-04 supercedes the December 2, 2011, Resolution 11-50.)