

## **FISCAL YEAR 2004 TRAVEL GUIDELINES**

*The following guidelines will be used to authorize the travel of university personnel for non-essential travel in fiscal year 2004.*

### **Out-of-State Travel**

1. Employees may travel out-of-state to association meetings or conferences if the employee is an elected officer, a program presenter or an honoree at the meeting or conference.
2. Designated employees may attend program accreditation meetings or the Higher Learning Commission annual meeting.
3. Advisors of student organizations in which the organization serves as an integral extension of instruction may be allowed to use institutional funds to pay for travel, registration, and per diem in support of state and national sponsored competitive events. Integral extension of instruction is defined as “fostering the improvement in quality and relevance of instruction, developing student leadership, and enhancing citizenship responsibilities.” EX: SkillsUSA-VICA, Phi Beta Lambda and Arkansas Licensed Practical Nurses Association (ALPNA).

NOTE: In the past, registration fees for the SkillsUSA-VICA National Contestants have been paid using institutional funds on the Searcy campus.

### **In-State Travel**

1. Employees may travel in-state to association meetings or conferences if the employee is an elected officer, a program presenter or an honoree at the meeting or conference.
2. One employee per department may attend an in-state association meeting or conference. A second person may attend with permission and may be allowed professional leave for attending but the employee will be required to pay the registration and travel expenses.
3. Employees may attend CLIP training available within reasonable driving distance and receive reimbursement for mileage and the registration fee.
4. Advisors of student organizations in which the organization serves as an integral extension of instruction may be allowed to use institutional funds to pay for travel, registration, and per diem in support of state and national sponsored competitive events. Integral extension of instruction is defined as “fostering the improvement in quality and relevance of instruction, developing student leadership, and enhancing citizenship responsibilities.” EX: SkillsUSA-VICA, Phi Beta Lambda and Arkansas Licensed Practical Nurses Association (ALPNA).

NOTE: In the past, registration fees for the SkillsUSA-VICA National Contestants have been paid using institutional funds on the Searcy campus.

### **Recommendations**

1. Employees should carpool whenever possible.
2. Employees should use university vehicles when they are available.