

ASU-NEWPORT TRAVEL REGULATIONS

Effective January 1, 2003

The following travel regulations are applicable to Arkansas State University-Newport employees and official guests as may be approved by the Chancellor. These regulations are in agreement with the state travel regulations. The Purchasing Department is responsible for helping to make airline reservations, registration payments, processing travel authorizations (TA), and processing travel reimbursement claims (TR-1).

• *TRAVEL ADMINISTRATORS AND SUPERVISORS*

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

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 university 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 university travel regulations and policies.
3. Approve and process Travel Reimbursement Claims. Verify all payments to the traveler are in compliance with state and university travel regulations and required receipts are furnished as documentation.

• *STANDARD REIMBURSEMENTS*

Officials and employees may be paid travel expenses when required to travel away from their "official station" on university business. "Official station" is the geographic location or "address" where the employee normally reports for duty and/or spends the majority of his productive time. 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 his "official station" shall not be allowed mileage to travel between them except as provided for under Special Authorizations.

All employee travel reimbursement claims must be completed for payment to the individual traveler. One employee may not include

- his travel payment request the expenses of another employee.
- expenses for meals or lodging will be allowed within the city or town of the employee's "official station" unless "special authorizations," are authorized by the travel administrator.

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

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 AND LODGING NOT TO EXCEED THE MAXIMUM ALLOWABLE RATES AS LISTED IN THE FEDERAL TRAVEL DIRECTORY, Appendix A, PLUS APPLICABLE SALES TAX.** (Sales tax rate must be stated on TR-1 forms in instances where

- sales tax causes the maximum per diem rate(s) to be exceeded.)

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, and one night's lodging.

Reimbursement is to be claimed for actual expenses for meals 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. If there is no special travel authorization, travel allowances prescribed by the State of Arkansas will be observed, without waiver, for both in and out-ofstate travel.

The maximum per diem allowance may be exceeded only if the special authorization section of the TA Form is signed by the Travel Administrator. Approval to exceed the per diem limit is given for lodging only. The reasons for exceeding the limit must be clearly stated in this section.

Per Diem Rates in Arkansas:

Locality	Lodging	Meals
Little Rock/Pulaski County	\$88.00	\$61.00
Hot Springs/Garland County	\$102.00	\$46.00
All Other Cities	\$70.00	\$46.00

Refer to Appendix I or www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html for per diem rate of key cities in all other states. Any city not listed in Federal key cities list will have a per diem of the standard CONUS rate (currently \$70 lodging, \$46-meals).

Reimbursement may not be claimed for free meals or lodging, or any items provided by individuals or any organization. Meals included in a registration fee payment may not be claimed again in per diem costs. Reimbursement may not be made for lodging in a private home.

2. Meals

Reimbursement for meals is allowed only in connection with overnight travel, whether in state or out of state unless “special authorizations”, are authorized by the travel administrator. The maximum full day meal allowance will be the Federal-per-Diem rate depending on the destination location. See Appendix I for a link to the Federal per diem web site.

For partial day expenses where all four items (breakfast, lunch, dinner, lodging) are not included in the travel claim, reimbursement for each meal is limited to the maximum allowance for individual meals as listed below (plus sales tax).

	% of per diem	e.g. \$46 per diem
Breakfast	20%	\$9.20
Lunch	30%	\$13.80
Dinner	50%	\$23.00
Total		\$46.00

NOTE: Reimbursement for in-state meals without overnight travel is not allowed by Arkansas regulation.

The following items specify allowable reimbursement for meals in route to and from the employee's Official Station: 1.

Breakfast may be claimed if the employee must leave the official station before 6:30 a.m.

2. Lunch may be claimed if the employee must leave the official station before 11:30 a.m. and on the return trip, could not arrive before 12:30 p.m.

3. Dinner may be claimed if the employee must leave the official station before 5:00 p.m. and on the return trip if the employee could not arrive before 6:30 p.m.

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. University employees occupying the same room must share equally the cost of the room. Each traveler sharing the room should request a receipt in his name from the hotel.

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 Federal Travel Directory (see Appendix A) may not be paid without prior authorization from the Travel Supervisor 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. *D.*

D. TRANSPORTATION

1. General Information

Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or university-owned automobile; whichever method serves the requirements of the university most economically and advantageously.

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. When travel by privately owned vehicle is authorized by the Travel Administrator, the owner may claim reimbursement at the rate of thirty-one cents (.39) per mile.

The minimum miles traveled per day to be eligible to collect a night's lodging must be 400. 2.

University Vehicles-Motor Pool

The University maintains a fleet of vehicles for use by faculty and staff traveling on official business. Requests for a University vehicle should be made to the Business Office (512-7802). Vehicles will be issued on a first request basis. The traveler's department budget will be charged by the Business Office at an approved rate per mile.

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

- A. Each university 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. Vehicles should be filled with fuel upon completion of the trip and credit card receipts returned to the Purchasing Department.
- C. Seat belts must be worn at all times by the driver and passengers.

- D. No smoking shall be allowed in university vehicles.
- E. The vehicle registration, insurance identification card, and Arkansas Motor Vehicle Accident Report form (SR-1) shall always be kept in each vehicle.
- F. Accidents must be reported to the Physical Plant within 24 hours of the occurrence, or by the following business day.
- G. Traffic violations must be reported to the driver's supervisor within 24 hours of the occurrence, or by the following business day.
- H. 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 who have completed the authorization to obtain the Traffic Violation Record and Vehicle Operation forms.
- I. 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, with the vicinity of any locale.

Official mileage to any city may be obtained by contacting the Purchasing Department office at 512-7849 or by visiting the Travel Regulations web page on ASU-Newport's website. The shortest major highway route will determine the maximum mileage allowed.

The University will reimburse for official miles driven only. The University 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 University.

In instances where an employee will travel directly to an assigned destination from his place of residence rather than from his "official station," the shortest distance to the destination should 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 his "official station".

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

- a. Employee A lists his place of residence as Jonesboro. He 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 from Jonesboro to West Memphis.

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 lowestcost air fare.

7. Common Carrier Travel

When common carriers (airplanes, trains, etc.) are used by employees traveling on University business, either have the University invoiced for the fare, or elect to purchase the ticket from personal funds and claim reimbursement from the University.

When direct billing the ticket, upon receipt of an approved TA form the traveler may use the travel authorization number assigned by the Purchasing Department (for prepaid items) to confirm any airline reservation. If the invoice is sent directly to the traveler, upon receipt it should be forwarded to the Purchasing Department so that pre-payment may be made.

An employee may not be reimbursed for transportation expenses (tickets) prior to travel occurring except in cases where it is economically advantageous for the university, and with the prior approval of the travel supervisor. It is more convenient to the traveler to have the university pre-pay airline tickets.

Travelers by commercial air shall utilize coach accommodations, except in those instances where first class accommodations would be more economical for the university. 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.

8. Frequent Flyer Mileage - Point System

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

9. Lowest Cost Air Fare

If professional or other meeting dates are established sixty days or more in advance and other eligibility requirements are met, reimbursement for travel will be made on the lowest-cost air fare rather than tourist, e.g., supersaver (paid thirty days in advance).

10. Use of Travel Agencies

Travel agencies may be used to obtain transportation, lodging and related travel expenses. 11. Car Rental

The travel administrator shall authorize in writing, the use of rental vehicles only when it is more economical than taxi, airport shuttle, etc. University travelers must use the statewide vehicle rental contract if one is in force. If a statewide contract is not in force when travel occurs, travelers must use the lowest available rates.

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 university will not reimburse the employee for such expenses. Reimbursement for car rental insurance will 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.

E. 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 a copy of the registration form to the Fiscal Office.

Travel authorizations submitted to the Fiscal Office 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 supervisor 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 University and standards for handling baggage (other than personal) are allowable expense items. Receipts must be furnished.

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. Telephone

Telephone calls are reimbursable when receipts are provided with the travel reimbursement form. All calls must be for official business. Personal calls are not reimbursable. The Purchasing Department is responsible for verifying that calls are for official business only.

5. Miscellaneous Expenses

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

F. 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. In no case will hand-written receipts on plain paper be accepted as an official receipt.

G. ITEMS NOT REIMBURSABLE

Expenses for personal entertainment, tips, flowers, valet service, laundry, alcoholic beverages, cleaning, movies or other similar services are not reimbursable. Communication expenses shall be allowed only when necessary 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 state business may be reimbursed from petty cash funds upon presentation of proper receipts.

H. OFFICIAL FUNCTIONS

The Board of Trustees of Arkansas State University has adopted a policy to authorize and to account for funds which must follow state accounting or purchasing laws spent in support of official functions.

Events falling within the 'Official Functions' designation must fit one or more of these categories:

- a. Meetings of official institutional (in-house) committees and advisory groups
- b. Meetings of official external committees and advisory groups
- c. Receptions, honors, or student functions
- d. Official Board functions
- e. Miscellaneous functions in support of the University's mission not obviously fitting one of these categories

Examples of appropriate expenditures include, but are not limited to, those refreshments or meals for groups which include institutional representatives and persons being considered for employment; persons conducting accreditation visits; persons meeting as volunteers giving their time in an advisory capacity to the institution; special quests; students at banquets or awards ceremonies; functions with faculty and staff where the majority of those attending are not employees; and persons involved in meetings or events associated with the work of the Board of Trustees.

Expenditure of state-appropriated funds for official functions should never include:

- a. Expenses for individuals related to membership in clubs, social, or community organizations. b. Dues for individuals to professional organizations.
- c. Holiday cards or other similar printed greetings to individual constituents. d. Alcoholic beverages.
- e. Expenses of any event which primarily celebrates the anniversary, wedding, or other significant moment in the life of an individual employee.

The following method has been established to process payment/reimbursement for expenses for official functions:

- a. Where official function is for non-state employees or predominantly non-state employees and payment is to be made to an organization, company, corporation (i.e., restaurant or hotel) a purchase requisition should be completed and forwarded to the Chancellor's office for approval.
- b. Where the official function is for non-state employees or predominantly non-state employees and payment is to be made as a reimbursement to an employee of the University the following procedure must be followed. The person requesting reimbursement must submit, to the Purchasing Department, a complete Request for Travel Authorization (TA) and a Travel Reimbursement Claim Form (TR-1). Incomplete forms will be returned to the requester for further information.
- c. Where the official function involves faculty/staff only or faculty/staff predominantly, the following procedure(s) must be used:
 1. The function should be held on campus and catered by the food service. Payment is made through an food service request. No travel or purchasing forms are needed.
 2. Hotel bills and food expenses are paid by the traveler and reimbursed through a TR-1 submitted to the Purchasing Department. Departments should write a request for direct billing to the Purchasing Department giving all the specifics for the meeting in the request. Please allow plenty of lead-time for this process.

1. 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 university, 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 supervisor. 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 university vehicles by paid staff.

2. Expenses of Students

The university 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.

J. MOVING EXPENSES

When it becomes essential that the University permanently transfer an employee from the main campus to another location within the boundaries of Arkansas, reasonable payment for movement of household effects may be made from university funds. Written approval must be obtained from the Chancellor before payment may be processed. The following guidelines determine when reimbursement is acceptable.

1. The relocation must be solely for the convenience of the University.
2. Newly hired employees are not eligible for reimbursement.
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.

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

The Travel Reimbursement Form (TR-1) is the standard form to be utilized by all university 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 university. This form is also to be used for itemizing any miscellaneous expenses incurred by the traveler.

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 his expenses, a non-state employee performs official service for which he is paid a fee, the travel reimbursement process is not to be used to pay the fee, but his 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 Purchasing Department; *the traveler should retain a copy.*

3. Where charges for transportation, lodging, and conference registrations are not billed directly to the state, 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.

APPENDIX

APPENDIX A

Federal Travel Guide: Follow this link to obtain the per diem for out-of-state travel.

Web site address: <http://policyworks.gov/org/main/mt/homepage/mt/perdiem/perd02d.html>

APPENDIX B

Instruction for completing the Travel Authorization form (TA Form): 1.

General Information Section:

Fill in the name, title, department and phone number of traveler. Date

Submitted - Enter date the form is prepared.

Account Number - Enter the department account number paying for the travel expenses. EMail

Address - Enter your on-campus e-mail address

2. Travel Data Section:

Destination - Enter the city and state

Purpose - enter the reason for travel (e.g., Name of seminar, convention, etc.)

Dates of Meeting/Official 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 and enter 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.

Other: Taxi, Parking, Rental Car, Phone, etc. - Enter total estimated costs for all miscellaneous expenses. Reimbursement Limited To - If reimbursement is limited to a certain amount, enter that amount in this area. List the total of all expenses in the right hand column.

4. Request for Special Authorization Section:

This section is for requesting approval to claim more than the daily per diem rate from your travel administrator. An explanation for your request must be entered. Per Diem allowance is 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 never be duplicated in the estimated cost section.

Airline Fare - Enter the dollar amount of the airline ticket and account number to be charged. Enter the travel agency used for reservation.

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:

Signatures as indicated must be obtained. The TA Form should be reviewed and initialed by the department head before going to the appropriate vice chancellor for approval.

7. Routing Instructions:

After all of the required signatures have been obtained the TA Form should be delivered to the Fiscal Affairs office.

NOTE: NO MORE THAN ONE TRAVEL AUTHORIZATION (TA) FORM SHOULD BE SUBMITTED BY AN EMPLOYEE FOR ANY ONE TRIP. ALL OF THE EXPENSE ITEMS, PREPAID OR REIMBURSABLE, SHOULD BE TOGETHER ON ONE TA FORM.

APPENDIX D

Instructions for Completing Form TR-1:

1. Department - Enter the name of the department or agency to pay the claim. 2. Payee - Enter the name of the traveler.
3. Address - Enter the address of the traveler.
4. Official Station - Enter the agency assigned official station for the traveler.
5. License Number - Enter the license number of the private vehicle used if the traveler is the owner and mileage is being claimed.
6. Date - Enter the dates of the travel.
7. Town - Enter the towns where expenses were incurred.
8. Expenses - Enter the amount to be reimbursed for each item shown. Indicate by number all amounts shown in the "incidentals" column. If "incidental" number 8 is used, explain fully. 9. Total - Enter the total for each day.
10. From and To - Enter the point travel began and concluded.
11. Mileage - Enter the map mileage between the points listed.
12. Rate - Enter the current approved rate per mile set by the Chief Fiscal Officer of the State. 13. Amount - Enter the product of item 11 times item 12. 14. Subtotals - Enter a total for each column. 15. Total for Mileage - Total the mileage columns. 16. Subtotal - Enter the total of the "detailed expenditures". 17. Mileage Claimed - Enter the total claimed for mileage. 18. Total Claimed - Enter the total being claimed for reimbursement. 19. Purpose for Travel – Enter the reason for the travel.
20. Travel Supervisor - This must be signed on the last copy for payment to be approved. 21. Signature of Traveler - The traveler must sign the last copy to be reimbursed. 22. Title - Indicate the traveler's position title. 23. Forward the completed form to Fiscal Affairs for processing.