



Travel Procedure

Effective Date: September 1, 2025

Procedure Section: Travel

Procedure Number: 1.81

1. Procedure Statement

This procedure outlines the travel authorization, documentation, and reimbursement processes for employees, students, volunteers, official guests, and non-state employees traveling on official business for Arkansas State University System (“ASU System”) institutions. Employees traveling on behalf of an ASU System institution should receive reimbursement for reasonable expenses. All travel must adhere to applicable State of Arkansas laws and the ASU System Travel Policy.

2. Travel Procedure Details

I. General Travel Authorization Requirements

All travel must be authorized in advance by the ASU System President (System Office), Chancellor (Respective Institution) or designated official, per System Policy, as required by Arkansas State Law (Arkansas Code Annotated § 19 4 902).

Travel requiring additional approval (e.g., international, extended, high-cost, or large group travel) must be approved by the ASU System President (System Office), Chancellor (Respective Institution) or designated official, per System Policy. This travel includes:

- A. All travel outside of the continental United States;
- B. Length of travel exceeds 7 days;
- C. Projected cost of travel exceeds \$2,500;
- D. More than five (5) members in the travel party will seek reimbursement for expenses;
- E. An exception outside of this procedure, if such an exception is needed by a traveler or group of travelers.

3. Reimbursement Policies

I. Meal Reimbursement

Reimbursement is subject to GSA per diem meal rates, available at www.gsa.gov. Click on the link, scroll down to “per diem lookup.” Enter city and state of destination and click “find per diem rates” or select state of destination. If a city is not listed, the standard maximum meal rate for the area listed at the top of the page is applicable.

On the first and last day of travel, meal reimbursement will be limited to 75% of the daily per diem rate.

Receipts are not required for meals, but overnight lodging must accompany any meal reimbursement. Requests for special authorization to reimburse for meals without an overnight stay must be approved in writing by the ASU System President (System Office), Chancellor (Respective Institution), or designated official. Travelers may only claim reimbursement for actual expenses up to the allowable amount. 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 waste, fraud, or abuse. If receipts have been requested, they must be itemized.

Tip reimbursement shall not exceed 15% of the meal amount expended, as required by Arkansas State Law (§ 19-4-904)

II. Lodging

Lodging expenses will be reimbursed at or below GSA lodging rates.

Reimbursement above the GSA rate is allowed only in designated high-cost areas, with justification.

A zero-balance hotel receipt must be submitted for reimbursement with the receipt in the traveler’s name. If traveling in a group, a lodging receipt shall be provided. Additionally, documentation should be provided that includes the names of the student(s), guest(s), and/or volunteer(s) in the group.

III. Mileage and Personal Vehicle Use

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 an employee would rather utilize a personal vehicle for business travel and an ASU System institution has a relationship with a rental car company, the institution's trip optimizer tool must be used to determine whether a rental or personal vehicle is more cost-effective.

Mileage reimbursement cannot exceed the cost of the more economical option.

If an ASU System institution does not have a relationship with a rental car company, mileage reimbursement shall be calculated and submitted on the TR-1 Form for reimbursement.

IV. Air Travel

Airfare should be booked at least 14 calendar days in advance to minimize costs.

If a flight is booked within the 14-day window, a written memo from the traveler's supervisor must accompany the reimbursement request.

ASU System institutions will only reimburse for economy or basic level airline tickets.

V. Car Rentals

If a preferred vendor agreement exists, a Vehicle Requisition Form must be submitted and that vendor must be used.

If not, car rentals must be booked using a statewide contract vendor. See listing below:

- A. Enterprise: Find the state contract [here](#).
- B. Hertz: Find the state contract [here](#)

4. Travel by Non-State Employees, Volunteers, and Official Guests

I. Non-State Employees, Volunteers, and Official Guests must:

- A. Submit a TR-1 form with itemized receipts.
- B. Include documentation of active service (e.g., agenda, program) if participating in events.
- C. Obtain written pre-approval from the ASU System President (System Office), Chancellor (Respective Institution) or designated official.

Reimbursement will be made for reasonable and necessary expenses, and a written explanation must accompany the request.

5. Student Travel

Itemized receipts are required for all expenses, including meals.
(Arkansas Code Annotated § 19-4-904 (b) (1))

Students must comply with all other applicable travel guidelines.

6. Documentation and Reimbursement Timeline

Excluding student travel covered in section 5 above, itemized receipts are required for all expenses except meals.

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 travel office before the deadline.

Should a traveler not meet the 15 working days deadline and the traveler does not get an extension, the traveler will be responsible for costs incurred during travel.

At the sole discretion of an ASU System institution, an institution's travel office (or designated travel authority) may require a shorter submission window, including but not limited to accommodate internal financial reporting and closing procedures around the end of the fiscal year. Travelers should consult their institutions travel office (or designated travel authority) for specific deadlines applicable to year-end processing.

7. Non-Reimbursable Expenses

I. The following expenses are not eligible for reimbursement:

- A. Meals without overnight lodging. Requests for special authorization to reimburse for meals without an overnight stay must be approved in writing by the ASU System President (System Office), Chancellor (Respective Institution), or designated official.
- B. Personal entertainment or recreational activities.
- C. Any items of a personal nature, including toiletries, in-room movies, alcohol, etc.
- D. Expenses not accompanied by required documentation or approval.

8. Compliance

Failure to comply with the procedures outlined above may result in delayed or denied reimbursement and may render the traveler personally responsible for incurred expenses.

9. Minimum Standards

This Travel Procedure establishes the minimum requirements necessary to ensure compliance with the ASU System Travel Policy. Institutions in the ASU System may adopt stricter travel procedures if deemed necessary to further control costs or respond to budgetary or operational constraints. Such institution-specific procedures must still comply with all applicable State of Arkansas laws and the overarching ASU System Travel Policy. Should stricter travel procedures be warranted, the procedures should be documented and receive approval from the ASU System President (System Office), Chancellor (Respective Institution) or designated official in writing.