

Arkansas State University - Jonesboro

Effective Date: 07/01/96

Number: 05-25

Section: Finance and Administration

Subject: Travel: Method of Transportation

University personnel are expected to utilize the most economical means for travel.

REGULATIONS

Air Travel

1. Commercial flights shall be by regular coach.
2. Commercial airline reservations are the responsibility of the traveler and should be purchased at least 14 days prior to travel if possible. Airlines tickets purchased with less than a 14 day advance shall be explained and approved in writing by the Dean and Vice Chancellor. The explanation must be scanned and attached to the Authorization Report (TA) or Expense Report (TR) if traveler has already returned from the trip.
3. Agencies may pay or reimburse the traveler for checked baggage fees for the first bag only. A written explanation from the traveler with the supervisor's signature must be completed for fees for additional bags claimed. The explanation must be scanned and attached to the Authorization Report (TA) or Expense Report (TR).
4. Charges for commercial airfare should be billed to the University through a local travel agency or charged to the traveler's Travel Card or the departmental Ghost Card.

Personal Aircraft

Subject to the advance approval of the Vice Chancellor for Finance and Administration, staff members are reimbursed at a rate not to exceed \$.52 per nautical mile when using personal aircraft for university business. (Personal aircraft may be partially or fully owned.)

Private Automobile

1. Reimbursement is at a rate not to exceed \$.42 per mile based on official map mileage of the shortest, most direct route between points of departure, destination, and return.
2. Should a traveler elect to use a personal automobile for travel of 500 or more miles (one way), reimbursement is made at a rate not to exceed \$.42 per mile based on official map mileage of the most direct route with the total (including meals and lodging en route) not to exceed the cost of commercial airfare or the cost to rent a vehicle through Motor Pool (see Trip Optimizer for comparison). Generally, trips of more than 500 miles, unless there are two or more authorized passengers, should be made by air.
3. In the event two or more authorized persons travel in the same automobile, only one traveler may claim mileage reimbursement.

University-owned Vehicles

A limited number of University vehicles are available for use and are assigned by the Motor Pool in accordance with the Use of University Vehicles operating procedure.

Rental Vehicles

ASU-Jonesboro employees must use the mandatory statewide Enterprise rental contract when it is more economical. To determine if a rental is more economical than driving your personal vehicle, see the trip optimizer.

For additional information and to rent a vehicle, contact Judy Dudley in the Motor Pool at 972-4733.

Motor Vehicle Safety Program

Any employee who is reimbursed for mileage, is assigned a university vehicle, or receives approval to rent a vehicle must be in compliance with the Motor Vehicle Safety Program. See the Risk Management web site for more information.

Revised on 07/01/14.