

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 05-22

Section: Finance and Administration

Subject: Travel: Authorization for Employees

REGULATIONS

Prior authorization must be obtained for all official travel away from the campus or city for employees and students. All travel, except local, must be authorized by submitting the Authorization Report (TA) through the Travel and Expense Management module (TEM). Please visit the Travel Services web site for instructions to access the Training Videos and Certification for Travel & Expense Management. In order to gain access to TEM, you must view and certify the appropriate videos. Requests for travel must be submitted to the appropriate supervisor 48 hours in advance or 10 days in advance for travel that requires an advance.

For local travel, specific authorization is assumed for trips on campus, within the city, or to the university farms; however, Authorization Reports are required if requesting reimbursement.

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 by completing the Vehicle Safety forms (VSP1 and VSP2). A copy of the driver's license must be attached to the forms and sent to Sandra Sherman in the Environmental Health & Safety Building, Rm 113B. Visit the Risk Management web site for more information.

Travel by non-faculty must be authorized by the appropriate administrator. Travel by faculty must be authorized by the chair and dean. The Provost must authorize travel for the deans.

Prior to travel occurring, approval from the appropriate vice chancellor shall be required for any of 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.

Any Expense Report (TR) that exceeds 25% of the amount of reimbursable expenses listed on the Travel Authorization (TA) must be justified in writing in the 'Comments' section on the TR and approved by the appropriate supervisor.

Any TA (not including Blankets) submitted and approved with a Zero amount will not be reimbursed on a TR for expenses claimed, unless justified in writing in the 'Comments' section on the TR and approved by the appropriate supervisor.

If funding for the travel is not under that authority, approval of the administrator authorized to make expenditures from the account from which the travel is to be paid is also required.

PROCEDURES

Employee

1. Complete the Authorization Report (TA) through the Travel and Expense Management module (TEM). Enter the full name of the organization when identifying a scientific or association meeting for which the travel is intended, rather than the acronym.
2. Include any charges to be paid by the University.
3. Submit to the authorized representative(s) for approval.

Authorized Representative(s)

1. Review request and approve through the TEM Workflow.
2. The completed request will route to Travel Services for final approval and processing.

Revised on 07/01/14.