

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/91**

**Number: 05-22**

**Section: Finance and Administration**

**Subject: Travel: Authorization for Employees**

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Prior authorization must be obtained for all official travel away from the campus for employees and students. Authorization is initiated by submitting the Request Report through Concur. For local travel, specific authorization is granted for trips on campus, within the city, or to the University's farms; however, Request Reports are required if requesting reimbursement. Requests for travel should be submitted to the appropriate supervisor 48 hours prior to traveling or 10 days prior to traveling when requesting an advance.

Any employee who is reimbursed for mileage, is assigned a University vehicle, or receives approval to rent a vehicle must comply with the Vehicle Safety Program, [operating procedure 05-37](#).

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

Prior to traveling, approval from the appropriate senior administrator 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 may result in the traveler(s) being responsible for all travel expenses.

Any Expense Report that exceeds 25% of reimbursable expenses listed on the Request Report must be justified in the 'Comments' section on the Expense Report and approved by the appropriate supervisor.

Any Request Report (not including Blankets) submitted and approved with a Zero amount will not be reimbursed on an Expense Report for expenses claimed, unless justified in writing in the 'Comments' section on the Expense Report 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.

Revised on 09/04/2019.