

REQUESTING AUTHORIZATION TO TRAVEL

All travel by SEARK employees is regulated by the State of Arkansas.

As soon as travel is anticipated, a Travel Authorization (TA) form (see page 7) must be submitted to allow sufficient time for approvals and processing. Prior to departure to attend a conference or seminar, an approved TA Form must be on file in the Purchasing Department.

The trip dates on a Travel Authorization must match the dates on related hotel receipts and airfare itineraries. The authorization should be signed by the employee, the immediate supervisor, the vice-president (and president when required). ***ALL of these signatures must be in place before any requisition is processed.***

REQUEST FOR SPECIAL AUTHORIZATION:

Requests to exceed the daily maximum rates for lodging must be authorized in advance and be advantageous for the College, e.g. the hotel at which the conference or seminar is being held exceeds the daily maximum rate. The Travel Authorization form must indicate approval to exceed and be signed by the President.

The Travel Authorization describes the nature of the trip, date and time of both departure and return, and all applicable expenses that are to be charged to the approved expense. This includes prepaid expenses by the College and anticipated (estimate) reimbursable expenses to the employee. The only prepayments that can be made on behalf of any SEARK employee will be for registration fees and airfare.

MapQuest or Google Map showing total one - way mileage must be completed and attached to the Travel Authorization when using a personal vehicle (see page 3 - REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLE).

The traveler will be reimbursed the lesser of the rental car rate or the personal mileage rate.

REIMBURSEMENTS

Employees may be reimbursed for certain travel expenses when required to travel away from their "official station" on College business. Employees should submit a Travel Expense Reimbursement form (TR-1) accompanied by any required receipts within two (2) business days of returning to work (see page 9).

"Official station" is the geographic location or address" where the employee normally reports for duty. An employee's "residence" is the city or town in which the individual lives. An employee whose resident city is a location other than his/her "official station" shall not be allowed mileage to travel between them except as provided under Special Authorization.

Taxi, parking fees, etc., must be paid by the employee and filed on the TR-1 reimbursement form after the employee returns. Note: The only prepayments that can be made on behalf of any SEARK employee will be for registration fees, lodging, and airfare.

NOTE: RECEIPTS ARE REQUIRED FOR ALL Non - Meal EXPENSES (including taxi and shuttle) to be claimed for reimbursement.

MEALS (EMPLOYEE)

Reimbursement for meals is allowed only in connection with overnight travel, whether in-state or out-of-state. Meals will be reimbursed per Federal Travel per diem rates.

There are higher meal limits for larger metropolitan areas such as Dallas, Chicago, New York, etc. A complete listing of all applicable cities is kept on file in the travel office of Finance/Procurement Services and can be obtained from the Federal Travel Directory website: www.gsa.gov published by the U.S. General Services Administration.

PARTIAL DAYS' MEAL ALLOWANCES

The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. The daily travel allowance at the destination location shall be used in the calculation of the limit for partial days. In accordance with the State travel regulations, actual expenses only are allowed, and the charges must be in proportion to the time in travel status not to exceed that allowed by the Federal Travel Regulations.

LODGING

(Vendor: U. S. Bank CTS "Ghost" or President & VP's U. S. Bank CSTC)

Every effort should be made to obtain the best rates possible and the employee should always inquire about the availability of the government rate for lodging. The maximum daily allowance will be limited to the federal per diem rate depending on the location. A complete listing of all applicable cities can be obtained from the Federal Travel Directory website: www.gsa.gov published by the U.S. General Services Administration. Room taxes are not included in the federal per diem but is an allowable expense. Lodging costs that exceed the rates listed by more than room tax may not be paid without prior approval on the Travel Authorization Form.

An itemized hotel receipt including name of traveler, date(s) of occupancy, rate charged per room/night, indication amount has been paid in full is required. Lodging receipts should be turned in to Accounts Payable within two (2) business days upon return.

PERMISSION TO EXCEED MAXIMUM LODGING RATE

A traveler may need to exceed the daily maximum at the hotel where their conference or seminar is being held. The Travel Authorization form must indicate approval to exceed and be signed by the President (see page 1 - REQUEST FOR SPECIAL AUTHORIZATION and page 7 - Travel Authorization Form).

MOBILE APP FOR PER DIEMS

<http://www.gsa.gov/portal/content/302273>

Apps are available for download at the above website for most smartphones. This app allows travelers to look up per diem rates by city/state and ZIP code throughout the United States. Per diem is the daily limit for lodging and meals for a 24-hour period.

TRANSPORTATION

Employees should use whichever form of transportation is the most cost effective to the College. Travel may be achieved by plane, train, bus, taxi, private vehicle, rental car, or College vehicle --whichever method serves the requirements of the College most economically and advantageously.

In general, a trip of less than 100 miles, roundtrip, is most economical using a College vehicle or privately owned vehicle rather than a rental car. **Purchasing should be contacted for rental vehicles.**

COLLEGE VEHICLES

Employees must contact Building and Grounds to reserve a College vehicle. If this is your first time to use a college vehicle, contact the Purchasing Office for a PIN number to use for College gas cards located in each vehicle.

RENTAL CARS

The State of Arkansas has negotiated a mandatory agreement with Enterprise Holdings to offer reduced rates on rental vehicles. The booking tool for Enterprise Rental is also located on the Travel Portal under the Ground Transportation link.

- The Enterprise rental contract includes insurance coverage on business rentals. No additional purchase is necessary when using the Enterprise contract.
- Drivers must be SEARK College employees.
- Drivers must be 21 years of age.
- Drivers must be 25 years of age for 12-passenger vans.
- Drivers are required to show a valid driver's license when signing for rental vehicles.
- In case of an accident, the traveler should contact Enterprise and the Travel Office as soon as possible.
- 24-hour roadside assistance is provided by Enterprise.

REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLE

The personal vehicle mileage rate is \$.42 per mile.

MapQuest or Google Map showing total one - way mileage must be completed and a copy attached to the Travel Authorization when using a personal vehicle. The traveler will be reimbursed the lesser of the rental car rate and the personal mileage rate.

Travelers will be reimbursed for official miles driven only. Private vehicle mileage shall be computed using the shortest mileage between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less. If more than one traveler is transported in the same vehicle, only the owner of the vehicle can claim reimbursement.

The traveler will be reimbursed for official miles driven only. SEARK assumes no responsibility for any routine maintenance, insurance, operational costs, accidents or fines incurred by the operator of the vehicle while on official business for the State.

Reimbursement for out-of-state travel will be the lesser of coach class airfare or vehicle mileage.

VICINITY MILEAGE REIMBURSEMENT

An employee may utilize a personal vehicle for vicinity mileage in lieu of a motor pool vehicle if travel is a requirement of their job duties, e.g. recruiting, school visitations, etc.

Employees will be reimbursed for actual miles driven for vicinity miles. For record keeping purposes, the employee can use their TR-1 (see page 9) to record their beginning and ending odometer readings for each trip and submit for "monthly" reimbursement. Trip destination and purpose must be included on TR-1.

AIRFARE

1. Employee submits Travel Authorization which includes cost of airfare.
2. Once approved Travel Authorization is received, the employee or administrative assistant is authorized to book airfare.
3. Employee is responsible for final booking of flight.
4. Airfare should be booked on individual College Travel card or the College Ghost card.

It is the traveler's responsibility to confirm the final booking and flight information.

Commercial airline tickets should be purchased at least 14 days prior to travel if possible.

(NOTE: Airline tickets purchased with less than a 14-day advance require written justification approved by their immediate supervisor and vice-president.)

Employees may be reimbursed for checked baggage fees for the first bag only. Fees for additional bags must be paid by the traveler and are not eligible for reimbursement. **If there are any baggage weight overage charges, employee is responsible for the difference in price.**

REGISTRATION FEES

Registration fees are to be prepaid by the College and submitted ten business days prior to the registration deadline. Include properly completed registration form with the Travel Authorization. When using the College Ghost card, any documentation received should be sent to the VP of Fiscal Affairs office.

If an employee uses personal funds to pay registration fees, reimbursement cannot be claimed until after the trip is completed. To be reimbursed, an employee must have a proper receipt showing payment in full attached to the TR-1 form.

INCIDENTALS

Incidental expenses include the following and require paid receipts:

- baggage fees
- parking
- Internet charges necessary for official business purpose
- phone calls necessary for official business purpose

EXPENSES NOT REIMBURSABLE:

- gratuity for bellhop, taxi, or shuttle, hotel staff, etc.
- personal entertainment
- flowers
- valet service, unless it is a required hotel parking charge
- alcoholic beverages
- laundry
- home to office travel
- interest on personal credit cards
- expenses of family members
- hotel safe deposit box fees
- 1st Class Air Fare
- Upcharge for "Enhanced Seat Assignment" ...specialized seating arrangement.

EXPENSES FOR NON-STATE EMPLOYEES AND GUEST

A volunteer, non-state employee, prospective employee, or an official guest of the College, may be allowed reimbursement for actual expenses for meals (if above per diem), lodging, transportation and incidental expenses when submitted on a TR-1 and approved by the President.

A non-employee's official station would be where he or she is traveling from in order to come to SEARK.

Itemized meal receipts are required for non-state employees and official guests.

NOTE: Payments and reimbursements to non-state employees that are hired as Independent Contractors must be paid using the requisition and purchase order process. W9 and Vendor Registration Application is required.

TRAVEL EXPENSE REIMBURSEMENT FORM (TR-1)

Within two business days of returning from the trip, the employee should submit the Travel Expense Reimbursement Form (TR-1). An approved Travel Authorization must be on file with the requisition in order for the employee to be reimbursed for the allowable expenses.

All expenses, when added together, should not exceed the original approved amount (less the taxes for lodging) by more than 10 percent.

Reimbursement requests will be processed in the order they are received. TR1s are to be submitted to Accounts Payable with the required receipts. All receipts must be signed by the requestor.

The following documentation is required to be submitted for reimbursement:

- Lodging – itemized hotel receipt including name of traveler, date(s) of occupancy, rate charged per room/night, indication amount has been paid in full.
- Incidentals – paid receipts
- Meals – attach Federal per diem print out
- Parking, taxi service, shuttle – paid receipts
- Conference agenda and/or itinerary

RECEIPTS

Each expenditure claimed for reimbursement, must be supported by a receipt. Receipts are required for the following:

- Registration
- Baggage fees
- Taxi
- Shuttle
- Parking fee

LOST OR UNATTAINABLE RECEIPT AFFIDAVIT

This form (see page 8) is to be used for lost or unattainable receipts. This form is not to be used as a substitute for proper documentation.

TRAVEL CARD (SPONSORED)

SEARK allows state-issued sponsored travel cards to be issued to President and VPs. Travel cards are to be used exclusively for business-related travel expenses only: airline and hotel only. Personal expenditures are **never** allowed and may result in card suspension, card cancellation, and/or disciplinary action. Receipts are required for all Travel Card purchases.

State of Arkansas travel regulations may be viewed in their entirety at the following website:

http://www.dfa.arkansas.gov/images/uploads/accountingOffice/Title-19_Chapter-4_SUBCHAPTER-9-Travel_Regulations.pdf



Southeast Arkansas College

Travel Authorization Request Form

Name: _____ Position: _____ Date: _____
 Department: _____

TRIP INFORMATION

Destination: City: _____ State: _____
 Purpose of trip: _____
 Dates of meeting/event: From: _____ To: _____
 Dates of Travel: Leave: _____ Return: _____
 Type of Travel: ___ SEARK Vehicle ___ Personal Vehicle ___ Rental Vehicle ___ Other: (Airline) _____

ESTIMATED EXPENSES

Airline, Lodging, and Car Rental must be paid to by a College Credit Card.
 Registration must be paid to the vendor or by College Ghost Card.

	Reimbursed to traveler via TR1	Form must be attached to the requisition when sent to Purchasing for Purchase Order	Paid to Vendor By Ghost Card	Attach a list of all members charged on card
	Traveler's Estimated Out of Pocket Expense	Paid Directly to Vendor Via Purchase Order	Paid to Vendor By Ghost Card	Paid to Vendor by Individual Issued Travel Card
Airline	XXXXXXXXXXXXXXXXXX			
Registration Fees	XXXXXXXXXXXXXXXXXX			
Car Rental	XXXXXXXXXXXXXXXXXX			
Lodging	XXXXXXXXXXXXXXXXXX			
Meals (per diem..est.)				
Mileage				
Misc./Other				
Total				

List Misc./Other Expense: _____

SPECIAL LODGING AUTHORIZATION (To exceed Federal Per Diem Rate)

Request lodging rate per night (before taxes): _____
 Federal per diem rate allowed for lodging: _____
 Explain why it is necessary to exceed per diem rate for lodging:
 ___ Conference Hotel ___ Other reason for exceeding per diem rate. Explain below: _____

Special lodging authorization Over Per Diem Rate	
_____ President	_____ Date

Traveler Date

Immediate Supervisor Date

President Date

Vice President Date

