

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Finance and Administration**

POLICY/PROCEDURE: **Travel and Per Diem**

DATE: **March 1, 1993**

NUMBER: **3.21**

REVISION(S): **8/24/96, 7/1/2000, 7/27/10**

The College recognizes that travel by various staff members is necessary and/or desirable in order that the College fulfill its mission. The College's basic travel regulations are issued by the State of Arkansas.

1. All travel, for which reimbursement by the College is expected, must be approved at least one (1) working day prior to the proposed travel. Authorization to travel and for reimbursement must be obtained from the Vice President of Finance and Administration or the President.
2. No employees shall receive compensation for travel to and from work. Under the provisions of the Governor's Policy Directive #3, Paragraph 2, all state vehicles, with the exception of the President's car, shall be parked at the agency location after regular business hours and on weekends. Under **no** circumstances is a college-owned vehicle to be parked at an employee's domicile overnight or on weekends.
3. Reimbursement for travel in private vehicles is computed at a certain rate per mile by using the standard mileage table. The rate per mile is limited to a maximum amount by the Arkansas Department of Finance and Administration and set specifically by the College President in an amount up to that maximum. Vicinity travel mileage may be claimed within the location visited if substantial and necessary. No reimbursement for private vehicle use will be allowed when the College-owned passenger vehicle is available except with prior approval of the Vice President of Finance and Administration or the President.
4. Travel reimbursement limitations may be placed into effect at any time by the College and may include commenced travel.
5. The College abides by the following Arkansas regulations governing travel:
 - a. Fines assessed for traffic violations will be the responsibility of the traveler and will not be reimbursed by the College.
 - b. Meals can only be reimbursed when overnight lodging is required.

- c. The maximum daily allowance for meals and lodging (excluding tax on the lodging) is the standard rate (including Memphis and Texarkana) shown in the "Per Diem Rates for Arkansas" chart at www.gsa.gov. The daily maximum allowance for meals before taxes in-state is also shown in the "Per Diem Rates for Arkansas" chart at www.gsa.gov.
- d. Higher rates for lodging and meals are authorized in certain cities out-of-state. See website www.gsa.gov for a complete listing.
- e. Reimbursement is to be claimed for actual expenses for meals and lodging within the limitations set by law and the maximum must not be claimed unless actual expenditures for such purposes were actually made. The College does not provide a "per diem," only reimbursement for actual expenses up to the maximum allowance.
- f. Travel expenses incurred in border areas, such as Memphis or Texarkana, are defined as in-state travel.
- g. When privately-owned motor vehicles are used for authorized travel on College business, the owner can claim reimbursement at the College authorized rate per mile. The maximum mileage allowed will be determined by the shortest major highway route. Any vicinity mileage claimed should be listed separately from the "to and from" mileage on the **TR-1 Form**. If more than one traveler is transported in the same vehicle, only the owner can claim mileage reimbursement. The College assumes no responsibility for any maintenance, operational cost, accidents, or fines incurred by the owner of the vehicle while on official business for the State.
- h. If a privately owned airplane is used for official business of the College, the rate for reimbursement will be based on a nautical mile rate authorized by DFA with mileage to be determined by the shortest airport to airport distance.
- i. College oil company credit cards may be used only for gasoline, oil, and emergency repairs to College vehicles. They may not be used to pay for meals, lodging, or commercial carriers.
- j. Reimbursement will be allowed to pay for necessary local telephone calls and internet access on the traveler's room bill, registration fees for workshops, conventions, etc., and taxi fares or limousine service if traveler presents receipts with **TR-1**. No reimbursement will be allowed to any traveler for entertainment, valet services, flowers, laundry, and the like.
- k. For out-of-state travel when traveling by either a privately owned automobile or a College-owned vehicle, reimbursement for meals and lodging shall be limited to actual expenditures, not to exceed "Domestic Per Diem Rates" published at

www.gsa.gov, provided 350 or more miles are traveled per day. For example, a trip covering 1400 miles allows the traveler to be reimbursed for a maximum of four (4) days while traveling to destination.

- l. All claims for travel must be completed by the traveler, and payment will be made only to the traveler who incurred the expense, even though another traveler may have actually paid for the item. A good example involves two College employees sharing a room and only one paying the entire amount. Each person must claim his/her share on the **TR-1**.
 - m. All necessary forms and copies must be properly completed or the processing of travel approval or reimbursement will be delayed.
 - n. The traveler will be held directly responsible for abuse of any of these provisions. Any questions concerning policy should be directed to the Vice President of Finance and Administration.
6. The College is restricted by the State of Arkansas rules and regulations regarding reimbursement of expenses incurred during travel on College business.
7. Authorized representatives of the College may be permitted to travel in response to and on behalf of the College's business in accordance with pertinent laws and regulations. Care shall be exercised that necessary, and approved, travel shall be performed in the most economical and appropriate manner, and pooling of transportation for a number of individuals with similar destinations is required.
8. Section 2 of Act 1211 provides that every state board may, by majority vote of the total membership of the board cast during its first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each board member for performing official board duties. The expense reimbursement shall not exceed the rate established for state employees by state travel regulations.... which are listed above.

AUTHENTICATION (Signature):		COPP
_____	07/27/10	
President	(Date)	3.21