UAM OPERATING PROCEDURE 340.3
Re: Travel Expenses

July 1, 2000
Revised: July 1, 2011

It is the policy of the University of Arkansas at Monticello that individuals, including candidates for employment, traveling on University business will pay for their travel expenses and be reimbursed at the conclusion of the travel. The reimbursement for actual expenses will be requested and documented on a travel expense reimbursement form (TR-1) in accordance with Part II Chapter II of the State Accounting Procedures Manual.

The accounting procedures manual reads in part on page II-11.11 that official guests of the State shall be allowed reimbursement for “actual expenses” for meals, lodging, transportation and other miscellaneous expenses on form TR-1.

In addition to the State Accounting Procedures Manual Chapter 11, the relevant UAM Operating Procedures includes 340.1, 340.2, 345.1, as well as this procedure. All travel requires prior approval. All Travel Requests must be approved by the appropriate Vice Chancellor. In addition, the Chancellor’s approval is required on all out-of-state Travel Requests and when authority to exceed the daily maximum is requested.

All TR-1’s must be signed by the traveler, the immediate supervisor, and supervising Vice Chancellor. In addition, the Vice Chancellor for Finance and Administration must sign all TR-1’s as the University’s Travel Supervisor.