

Arkansas Tech University  
Travel Manuel  
Revised April 2011

GENERAL

All travel which is to be reimbursed by the University shall have a Purchase Order or an Agency Account Travel Request form in place prior to the date of travel. If official University travel is to occur with no reimbursement, contact the Travel Office for instructions. Please allow enough lead time for travel approval between when the requisition is entered or the agency travel form is initiated and the trip takes place. The more complex the trip, the more lead time is required for the requisition submission. A requisition is entered via the current mainframe system and needs to contain the following information:

1. The name of the traveler
2. The dates the travel will take place
3. The travel destination
4. The intended reimbursement items: mileage, lodging, meals, shuttle, parking, etc.
5. A brief statement of the purpose for the travel
6. The correct index code where the travel is to be charged
7. Any additional information the Travel Office will need: cash advance, registration fee, etc.

The requisition will be reviewed by the Travel Administrator for compliance with travel rules and regulations. Upon approval, the requisition will be turned into a purchase order which will be returned to the e-mail address indicated on the travel requisition. If the requisition is not approved, the requisition originator will be contacted for further information or to be informed that the requisition has been cancelled. Please be sure to use a travel commodity code on the requisition and be sure that only one index code has been used. These are the two most common reasons for having travel requisitions cancelled and the originator having to re-enter the requisition. For training on how to properly enter travel requisitions, please contact the Travel Office and set up an appointment for training. The Travel Office telephone number is 356-2034.

After the travel has been completed, a TR-1 form shall be filled out and sent to the Travel Office with the travel purchase order, original receipts, and supporting documents attached. The TR-1 shall be filled out completely, totaled correctly, and typed or written neatly in ink and signed in ink by the traveler and their supervisor. Please review the travel manual for information on what supporting documents and receipts should be submitted with the TR-1. Travel forms are available on the Budget Office web site. Go to <http://budget.atu.edu>. Click on forms.

1. All employee travel reimbursement claims must be completed for payment to the individual traveler. One employee may not include on his travel reimbursement request the expenses of another employee.
2. No expenses for meals or lodging will be allowed within the city or town of the employee's official station or within a thirty mile radius of the employee's official station.
3. State employees loaned from one state agency to another may be reimbursed for travel expenses by the agency benefitting from the travel.
4. Each day's expenses will be shown on the TR-1 separately.

#### Cancelling a Travel Purchase Order

If a purchase order for a trip has been completed and the trip is cancelled, the travel purchase order will need to be cancelled too. Please send an e-mail to the travel office [travel@atu.edu](mailto:travel@atu.edu) requesting that the purchase order be cancelled. In the e-mail you must list the purchase order number, the vendor the purchase order is made out to, the traveler, and state that you are requesting the purchase order to be cancelled. No purchase orders will be cancelled by telephone requests.

#### Official Station

The official station of an employee who is to be reimbursed travel expenses for official state business is the geographic location where the employee normally reports for duty and/or spends the majority of their productive time. An employee's residence is the city or town in which the individual has an abode or dwelling place. An employee whose resident city is a location other than their official station shall not be allowed mileage reimbursement to travel between them.

#### Residence Different from Official Station and Closer to the Travel Destination

1. If an employee's residence is closer to the travel destination, the traveler is not required by travel regulations to report to their official station before leaving on the trip. Mileage will be reimbursed from the employee's residence to the travel destination.
2. If the employee reports to their official station before leaving on the trip, mileage will be reimbursed from the official station to the travel destination.
3. If the employee whose residence is closer to the travel destination than their official station returns to their residence after the trip rather than their official station, return mileage will be to the residence.

### Residence Different from Official Station and Farther From the Travel Destination

1. If an employee's residence is farther away from the travel destination than their official station they will be reimbursed mileage with the starting and ending points being the official station whether or not the employee reports to the official station before or after the trip.

### Transportation

The method of travel transportation is by whichever method serves the requirements of the state most economically and advantageously. Reimbursement for out-of-state mileage will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage when driven.

All rental vehicles, including those for applicant travel, require written permission from the Travel Administrator before the travel is started. An e-mail request for a rental vehicle from the traveler, or the University contact person for applicant travel, to the Travel Administrator is sufficient in lieu of a paper memo. It is up to the traveler to make sure the e-mail or paper memo request has been received by the Travel Office with sufficient lead time for approval. The request needs to state all travelers for the trip, the travel dates, a brief statement of the travel purpose, and why a rental car is necessary. Travel from an airport to a hotel is not considered sufficient reason for a rental car unless the closest airport that a traveler can fly into is at an extreme distance from the hotel. Under extreme distance circumstances, please include in the rental car request how far the hotel is from the airport and why that particular hotel must be used by the traveler. Travelers who request rental vehicles must also comply with the Arkansas State Vehicle Safety Program outlined in another section of this manual.

Only passengers who are on official state business with the driver of a state motor pool vehicle may ride in state motor pool vehicles. No family members, friends, students, etc. who "just need a ride" to a destination the traveler is going to or going by are permitted to travel in state motor pool vehicles. Family members, friends, students, etc. who are not traveling on official state business are not permitted to ride in a state motor pool vehicle for any reason.

### Meals and Lodging

Please remember that travel reimbursement is not a per diem and is to be claimed for actual expenses for meals and lodging not to exceed the maximum allowable rates. These rates are set and approved by the Executive Council of the University. There are separate allowance rates for in-state and out-of-state travel. For travel purposes, the travel day begins at 6:00 a.m. and shall include breakfast, lunch, dinner, one night's lodging, and ends at 6:00 a.m. the following morning.

### Meals

Reimbursement for meals is allowed only in connection with overnight travel, whether in-state or out-of-state. For partial day travel, meals charged must be in proportion to the time in travel status and may not exceed the maximum allowable meal allowance. Currently, itemized receipts are not required for meals unless a sponsored travel credit card issued and paid for by the University is used for payment of the meal(s).

### Lodging

Reimbursement for lodging is limited to the single room rate. If a room is occupied by more than one person, the single room rate must be noted on the receipt. If the room rate exceeds the lodging allowance, an Actual Expense Reimbursement Form must be attached to the TR-1. Employees sharing a room must have separate itemized lodging receipts showing each day's lodging expense to turn in with each employee's TR-1. If the employee stayed overnight with family or friends and are claiming meals on the TR-1, a form indicating the name, address, and phone number of the person stayed with is available in the Travel Office which will need to be completed and attached to the TR-1 in order for the meals to be claimed.

If the travel destination is greater than 400 miles away and the traveler is being reimbursed mileage, a minimum of 400 miles must be traveled per day to be eligible to collect a night's lodging. Reimbursement for out-of-state mileage will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage when driven. Please advise the Travel Office when car travel is contemplated for out-of-state trips as soon as the trip is decided on.

### Supporting Documents and Receipts

Several items are required to be attached to the TR-1 for reimbursement of expenses to the traveler or to the purchase order in the event of direct payment to the vendor. Please include original itemized receipts.

1. Lodging – an official hotel document indicating the itemized lodging specifics that are being reimbursed
2. Common carrier transportation – expenses such as air travel, train, bus line, etc. require an original vendor document describing the travel and indicating traveler and the itemized cost. In the case of electronic tickets, the document must have the traveler's name, ticket number, itemized cost, and itemized itinerary.

3. Short term ground transportation - expenses such as taxi, shuttle, city bus, vehicle parking fees, toll road travel, etc., also requires receipts.
4. Conference and registration fees - in addition to the receipt showing payment, a supporting document is required for reimbursement. The descriptive vendor document that indicates the cost of attendance and what is included in the cost must be submitted. In most instances, the vendor brochure and the registration form page will suffice. If the traveler has registered and paid on-line, they are responsible for printing the registration form in its entirety and submitting this with the TR-1. Take care when printing that all of the registration information is available. In some instances, landscape printing may need to be formatted in order to print all of the required information. If the documentation is incomplete, reimbursement cannot be made. If you have any questions regarding the supporting documents, contact the Travel Office before the registration fee is paid.
5. Other expenses, such as telephone, internet access, etc., may be allowed with adequate justification in memo form or on the TR-1 when necessary to the performance of official duties. Itemized receipts are required.

#### Items Not Reimbursable

Expenses for personal entertainment, tips, flowers, valet service, laundry, alcoholic beverages, cleaning, movies, personal communication, and/or other similar personal services are not reimbursable.

Attendance at funerals is not considered Official University Business and travel cannot be paid from state or institution funds.

#### Exceptions

1. Communication expenses shall be allowed only when necessary for the transaction of official business and is properly receipted. A statement on the signed TR-1 indicating that the communication expense incurred (telephone, internet, etc.) was necessary to transact business for the University is needed for reimbursement of these expenses. A separate memo signed by the traveler so stating and attached to the TR-1 may be used in lieu of the statement on the TR-1.
2. Tips up to 15% are allowed for meals. These tips are built into the meal allowance and cannot be claimed in excess of the meal allowance.

#### Mileage Reimbursement

The rate of reimbursement for mileage is determined by the Executive Council and may not exceed the rate approved by the Arkansas Department of Finance and Administration. Before mileage reimbursement can take place, the driver is required to be in compliance with the Arkansas State Vehicle Safety Program. There is a separate section in this manual explaining these requirements.

Private vehicle mileage shall be reimbursed and computed, using map mileage, between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less. The shortest major highway route will determine the maximum mileage allowed. The University will reimburse for official miles driven only. No responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the owner of the vehicle while on official business for the University will be assumed by the University. There is an official mileage chart at the end of the manual for most in-state mileage. If there are any questions regarding the official mileage for a trip, please contact the Travel Office.

If the travel destination is greater than 400 miles away and the traveler is being reimbursed mileage, a minimum of 400 miles must be traveled per day to be eligible to collect a night's lodging. Reimbursement for out-of-state mileage will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage when driven. Please advise the Travel Office when car travel is contemplated for out-of-state trips as soon as the trip is decided on.

#### Special Mileage Reimbursement Travel Authorizations

Occasionally it may become necessary for an employee to perform unanticipated duties outside the normal work schedule. In the event that such duties require the employee to commute from his residence to the place of performance of the duties and back via private vehicle, the employee may be paid mileage reimbursement. A written statement of the circumstances signed by the employee's supervisor shall be submitted with the TR-1 stating that the time worked was authorized, the reasons the time was worked and travel authorized, and the consequences had the duty not been performed is required. Each request will be reviewed for approval on a case by case basis.

#### Out-Of-Country Travel

All travel to destinations that are out of the United States must have the approval of the University President prior to traveling. A memo signed by the traveler describing the purpose of the trip and how it will benefit the University shall be sent to the University President for the President's approval. A copy of the approved memo needs to be sent to the Travel Office. If the

Travel Office does not have the memo with the President's approval for the trip, no reimbursement for expenses can be made to the traveler.

### STUDENT GROUP TRAVEL

If an employee is taking a group of students on an official University sponsored trip, the expenses for these students can be submitted on the requisition and TR-1 of the employee. The student expenses will be listed under the incidentals column on the TR-1 and broken down by meals, lodging, transportation, etc. expense and labeled so the Travel Office can determine what kind of expenses were incurred. A Non-State Employee form with all participants listed will be attached to the TR-1. All receipts and supporting documents must be attached.

A cash advance may be requested by the employee for the students' expenses. Please see the Cash Advance section of this manual for particulars on obtaining one. Any cash given to the students must be documented by having a typewritten list of the students' names with a signature space next to the name for each student to sign that they received the cash. The amount of the cash, the purpose for which the cash was received, and the date received will need to be noted, legibly, next to each student's name. This list may be attached to the signed Non-State Employee form and will suffice for a list of participants, provided all non-state participants are listed on it.

If the department has a sponsored travel credit card for student travel, a requisition prior to the trip is made listing the credit card company as vendor. It is the responsibility of the sponsored travel card holder to make sure that the card is accounted for and used properly. All itemized receipts and supporting documents for all expenses charged, including meals, to the sponsored travel credit card are due in the Travel Office within five working days upon returning from the trip or after using the credit card if the card is used for travel expenses before the trip is taken such as to pay for airfare, buses, etc. If the receipts are not turned in to the Travel Office in a timely manner, the sponsored travel card is subject to suspension and cancellation for non-payment. The department whose sponsored travel card is inactive will have to use the cash advance method for student travel.

### CASH ADVANCES

Under some circumstances a cash advance is needed by the traveler. The requisition for the trip which requires a cash advance must clearly state that a cash advance is being requested and must be submitted to the Travel Office a minimum of five days before the advance is needed and cannot be disbursed earlier than ten days before the trip is to commence. The minimum amount that a cash advance may be requested for is for \$100. Employees who have been issued a State travel card may use the cash advance funds only after obtaining written authorization from their supervisor which states the reason why the cash advance funds must be used.

1. Cash advances for employees traveling with students who are utilizing the cash advance for themselves and students on student travel cannot exceed 90% of the anticipated expenses that are not to be direct billed to the University.
2. Cash advances for employees cannot exceed 50% of the anticipated cost of meals and lodging.

The cash will be picked up in the Student Accounts Office where the traveler will sign the Travel Fund Repayment Agreement form. For individual travel, when the travel has been completed, the traveler will fill out their TR-1 and attach the appropriate receipts and supporting documents to it and send it to the Travel Office within five working days after the traveler returns. Failure to submit the TR-1 in a timely manner may result in the traveler being permanently barred from utilization of the cash advance funds. A check for the allowed travel reimbursement will be cut and sent to the Student Accounts Office. The traveler must go to the Student Accounts Office to settle up the difference between the cash advanced and the funds reimbursed for the trip. If the reimbursement check for the trip should be routed to the traveler instead of the Student Accounts office, the traveler is responsible for notifying the Travel Office and immediately taking the check to the Student Accounts Office for settle up on the cash advance.

For student travel, a Travel Expense Reconciliation form will be filled out with the appropriate receipts and supporting documents attached to it and taken to the Student Accounts Office. All unexpended cash funds must be returned to the Student Accounts Office with the Expense Reconciliation form. If cash is owed to the student trip sponsor, a check will be cut for the difference after the Expense Reconciliation form with all attachments is forwarded to the Travel Office. All cash given to the students must be documented by having a typewritten list of the students' names with a signature space next to the name for each student to sign that they received the cash. The amount of the cash, the purpose for which the cash was received, and the date received will need to be noted, legibly, next to each student's name. This list may be attached to the signed Non-State Employee form and will suffice for a list of participants, provided all non-state participants are listed on it.

#### OFFICIAL FUNCTIONS/OFFICIAL HOSTS

There are occasions when selected employees need to provide a meal for guests of the University when acting in the capacity of an official host for the University. As official host, the employee will pay for the expenses of the guest and request reimbursement. In these instances of official hosting, the Official Function form will be used for reimbursement. A receipt is required for reimbursement of the employee's and the guest's meal expenses. Reimbursement of up to 15% for a tip is allowed. The employee may be reimbursed for his meal and the meal of the guest or for only the meal of the guest. The cost of alcoholic beverages may not be submitted

for reimbursement. Please contact the Travel Office if you have questions about when the use of this form is appropriate. The University is not obligated to reimburse employees' expenses in the event of misuse of this form.

The Board of Trustees of Arkansas Tech University establishes the following policy to be followed in determining the appropriateness of expenditures in the "Official Functions" category.

All expenditures for Official Functions should only be made to accomplish institutional purposes. Functions which are of primary personal benefit to University personnel are not appropriate expenditures. Specifically, the following events are appropriate for expenditures or reimbursement, with exceptions to the policy made on a case by case basis by the Vice President for Administration and Finance:

A. Campus Committee and Advisory Groups

Meals for various committee meetings in the cafeteria are appropriate. All such committees should have campus-wide impact. The primary purpose of these meetings is to coordinate activities of the University, plan courses of action and make decisions. The meetings are conducted at meal time to prevent disruption of activities of the officials and staff during normal operating hours. Recognizing the difficulty of holding such meetings during normal working hours, the Board **specifically** identifies the following committees as being eligible for meetings where meals/refreshments are paid for by the University:

- a. Administrative Council
- b. Budget Advisory Committee
- c. Academic Council
- d. Faculty Senate
- e. Alumni Board
- f. University Standing Committees
- g. Other meetings of campus representatives as determined by the Administrative Council

B. Administrative Training

There may be one or more times during an academic year that the President, Vice Presidents, Deans, Academic Department Heads, and other selected personnel are involved in training that enhances the skills of personnel in their area of responsibility. Issues impacting the operations of Arkansas Tech University and higher education in general would be discussed and studied. **Reasonable** payment of meals, travel, and lodging are deemed appropriate expenditures.

C. Off-campus Committees, Advisory, and Work Groups

The University receives much support, financial and otherwise, from various segments of society. It is appropriate, and a good business practice, to host various groups from time to time. Institutional purposes are served when hosting the following groups:

- a. Accreditation teams
- b. Potential donors
- c. Speakers and other expenses for convocations, graduation, and similar meetings
- d. Commencement reception
- e. Hall of Distinction banquet
- f. Community service events
- g. Registration workers
- h. Faculty and staff reception at various times during the academic year
- i. Functions at the President's residence for guests of the University and appropriate institutional representatives
- j. Additional functions approved by the Executive Council

D. Personnel Recruiting

Reasonable expenses incurred in the process of recruiting prospective faculty and staff (meals, lodging, travel) are appropriate expenditures.

E. Expenses Related to Travel of the President's Spouse

Meetings which are official functions of the institution where the president's spouse has a role and meetings where there are specific training activities which would help the president's spouse function better in his/her campus responsibilities can be funded from University funds.

F. Official Board

Meetings and activities of the Board of Trustees are directed toward accomplishing the missions and purposes of the University. Expenses of these activities are appropriate to be paid from University Funds.

G. Administrative Approval

All expenditures incurred under this policy should have the approval of the President and Vice President whose area is involved.

## H. Policy Exceptions

If deemed necessary, the Executive Council can make an exception to this policy. That exception **must** be formally ratified by the Board of Trustees.

### AIRLINE TICKETS

Airline tickets for official University business may be purchased in one of three ways:

1. A traveler may purchase the ticket themselves and be reimbursed on a TR-1 with the proper reimbursement paperwork.
2. A traveler may use a travel agent to purchase the ticket and have the ticket billed directly to the University. Please contact the Travel Office before doing this.
3. A traveler may use the University travel card to purchase an airline ticket. To do this, the following is required:
  - a. a requisition to the credit card company with the required trip information in the body is needed: name of traveler, dates of travel, brief statement of the purpose for the travel, travel destination, and that the requisition is for airfare
  - b. indicate in the body of the requisition if the request is for use of the University travel card or if this requisition is for use of a departmental sponsored travel card to the tickets will only be ordered once.
  - c. fax the desired flight itinerary, including where the flight information was obtained, with the traveler's name, as it appears on their driver's license, typed or written legibly on the itinerary, and the traveler's e-mail address to the Travel Office.

The airline ticket will be ordered and e-mailed to the traveler. Please remember that any changes to the ticket after it is ordered will be assessed a change fee, sometimes quite large, so it is the responsibility of the traveler to double check the itinerary and the name in which the ticket will be booked before the information is sent to the Travel Office. The Travel Office orders quite a number of airline tickets and flight costs and availability information can change quickly so enough lead time with the required information sent promptly from the department will help get the ticket booked in a timely fashion.

### CONFERENCE AND REGISTRATION FEES

Conference and registration fees may be paid in one of three ways:

1. A traveler may pay the conference/registration fee themselves and be reimbursed on a TR-1 with the proper reimbursement paperwork.
2. A traveler may do a requisition to the conference/registration vendor, send the required registration form and descriptive vendor document to the Accounts Payable Office and have a check sent directly to the vendor.
3. A traveler may use the University travel card to pay for the conference/registration fee on-line. To do this, the following is required:
  - a. a requisition to the credit card company with the required trip information in the body is needed: name of traveler, dates of travel, brief statement of the purpose for the travel, travel destination, and that the requisition is for conference or registration fees
  - b. indicate in the body of the requisition if the request is for use of the University travel card or if this requisition is for use of a departmental sponsored travel card
  - c. call the Travel Office and set up a time to come to the Travel Office and sign in on the conference web site to register; bring the descriptive vendor documents for review by the Travel Office
  - d. the traveler will sign in, fill out the required information, and the Travel Office will provide the credit card information
  - e. the registration screens will be printed for documentation

The Travel Office pays for quite a number of conference/registration fees so enough lead time with the required information available for review from the department will help get the conference/registration fees booked in a timely fashion.

## TRAVEL CREDIT CARDS

### University Travel Card

The University has a travel credit card which can be used in certain instances for the convenience of University employees. Items paid in advance of a trip such as registration fees,

conference fees, airline tickets, and, in some instances, other travel expenses can be paid using this credit card. Use of the University travel card requires that the travel vendor on the requisition be the credit card company rather than the individual traveler. Please note that the University credit card is not a card for the traveler to “check out” and use for the duration of a trip but a method to directly bill the University for items before the trip is made. Please contact the Travel Office for specifics on utilizing the University travel card.

### Sponsored Travel Credit Cards

For some departments who have recurring travel or extensive student travel, a sponsored travel credit card can be obtained. Please contact the Travel Office for specifics on obtaining a sponsored travel credit card.

If the department has a sponsored travel credit card, a requisition prior to the trip is made listing the credit card company as vendor. It is the responsibility of the sponsored travel card holder to make sure that the card is accounted for and used properly. All itemized receipts and supporting documents for all expenses charged to the sponsored travel credit card, including meals, are due in the Travel Office within five working days upon returning from the trip or after using the credit card if the card is used for travel expenses before the trip is taken such as to pay for airfare, buses, etc. The sponsored travel credit cards have a short billing cycle and each transaction must have an itemized receipt and be reviewed for compliance with the travel rules and regulations by the Travel Administrator. If the receipts are not turned in to the Travel Office in a timely manner to be processed for payment to the credit card company, the sponsored travel card is subject to suspension and/or cancellation. The department whose sponsored travel card is inactive will have to use the cash advance method for student travel.

### EXPENSES FOR VOLUNTEERS, NON-STATE EMPLOYEES, AND OFFICIAL GUESTS

Volunteer workers, who perform duties similar to state employees, non-state employees or official guests of the state, whose activities or services benefit the state, may be allowed reimbursement for actual expenses using the same guidelines as for employees as long as these individuals are not being reimbursed from any other source for their travel expenses. A Non-State Employee form must be signed and submitted with the TR-1 for reimbursement of these travelers. Volunteers may utilize agency vehicles in the performance of their duties subject to those rules and regulations governing the use of state vehicles by paid staff.

### MOTOR POOL VEHICLES

The University maintains a fleet of cars, vans, and buses which a traveler may use for official University business. The motor pool vehicles are reserved by the Physical Plant. All drivers must be drivers approved by the Travel Office. Please see the section on the Arkansas State Vehicle Safety Program to review the requirements for an approved driver.

1. The traveler must contact the Physical Plant about the date(s) the vehicle is required to see if one is available.
2. A requisition is prepared, in advance of the travel, with Arkansas Tech as the vendor.
3. The body of the requisition must contain the name of the driver and all relief drivers, if applicable; dates the travel will take place; a brief statement of the purpose for the travel; travel destination; and the reimbursement item: mileage reimbursement.
4. The correct index code where the travel is to be charged.
5. Do not put any other type of reimbursement on the motor pool requisition. Only motor pool mileage can be charged against this requisition.
6. Be sure and use the travel commodity code.

The vehicle will be picked up at the Physical Plant. If the vehicle is needed before or after working hours, please make the necessary arrangements with the Physical Plant. The vehicle keys will only be turned over to the driver named on the requisition. The Physical Plant has paperwork requirements for documenting the miles traveled. Please be sure those are reviewed with the Physical Plant personnel before departing with the vehicle. At the end of the month, the mileage charges for motor pool vehicles will be charged to the using department.

Only passengers who are on official state business with the driver of a state motor pool vehicle may ride in state motor pool vehicles. No family members, friends, students, etc. who “just need a ride” to a destination the traveler is going to or going by are permitted to travel in state motor pool vehicles.

## BUS DRIVERS

The Human Resources Department pre-screens drivers who hold a commercial driver’s license and desire to use the CDL in an official capacity. If the CDL holder’s name is not on this pre-screened list, they may not drive for the University in the capacity of CDL holder. The using department is responsible for securing one of these pre-screened CDL drivers to operate a University vehicle that requires a CDL holder. A person desiring to be added to the CDL eligible pool should:

1. Contact the office of Human Resources
2. Complete a required packet of information

3. Take the required drug test
4. Produce a valid CDL license. A copy of both sides of the CDL will need to be on file in the Travel Office
5. Have their driving record checked through the Office of Driver Services. This is done by the Travel Office
6. Submit to random drug screening

Each CDL is coded with the types of vehicles that can be driven by the individual. Only those types of vehicles for which the individual is certified may be driven.

### TRAVEL AGENCIES

Travel agencies may be used to obtain transportation, lodging, and related travel expenses. All University paperwork related to travel is still required when using a travel agency. Please contact the Travel Office if you plan to use a travel agency.

### ARKANSAS STATE VEHICLE SAFETY PROGRAM

#### Driver Approval for Official University Travel

Arkansas Tech University is required by the State of Arkansas to participate in the Arkansas State Vehicle Safety Program. Before a driver departs on official University business in either a private vehicle or a state motor pool vehicle, there are several requirements of the vehicle safety program which must be met and several paperwork items that must be completed. Forms are available on the Budget Office website: <http://budget.atu.edu>.

#### Permission By the University to Travel

1. A travel requisition must be done on the mainframe system if the funds to reimburse the driver are paid from the University Operating Budget. This requisition must be done in a time frame to allow the Travel Office to check the driving record(s) of the driver(s).

Please be aware that for drivers who hold an out of state drivers license the Travel Office will require a minimum of ten working days to process their VSP-1 form so please plan your requisition accordingly. In some instances the driver's record cannot be accessed and it is the responsibility of the driver to work with the Travel Office to obtain their out of state driving record. Until the out of state driving record is obtained, on file in the Travel Office, and reviewed for compliance with the Vehicle Safety Program, the driver is not an approved driver.

Once the VSP-1 form is approved the first time for the first requisition, the processing time for repeat requisitions of that out of state driver is reduced to one or two business days. Driving records for out of state license holders will be obtained a minimum of once a year but could exceed that, as needed. For drivers holding Arkansas licenses, the time frame for checking is one or two business days.

The travel requisition must contain the name of the traveler, the dates of travel, the reason for traveling, the travel destination, what is to be paid for (mileage, meals, lodging, parking, taxi, etc.), and any special information such as a cash advance request, registration fee, etc. noted on the requisition. All drivers and all alternate drivers must be listed on the requisition.

2. If the funds to reimburse the driver are paid from Agency Funds, the Agency Account Travel Request form must be filled out and sent to the Budget Office for driver approval. The name of the driver plus all alternate drivers must be listed on the form. The form can be downloaded from <http://budget.atu.edu>.

3. For student travel that is not covered in items 1 or 2, a Student Travel Request form needs to be filled out listing the driver and all alternate drivers. This form may be obtained from the Student Services Administration Department in Room 233 in the Doc Bryan Building.

4. For all other official University travel that is not covered under items 1, 2, or 3, please contact the Travel Office located in the Budget Office at 356-2034 for instructions on how to have the drivers approved. No one, whether or not reimbursement for the travel takes place, may travel on official University business without first being in compliance with the Arkansas State Vehicle Safety Program.

5. Only passengers who are on official state business with the driver of a state motor pool vehicle may ride in state motor pool vehicles. No family members, friends, students, etc. who “just need a ride” to a destination the traveler is going to or going by are permitted to travel in state motor pool vehicles. Motor pool vehicles may not be used if the traveler intends to take passengers on the trip who are not traveling in an official capacity on university business. Motor pool vehicle use privileges will be suspended for the traveler if they have unauthorized passengers in a motor pool vehicle.

6. Students with DUI, DWI, and possession of controlled substances and/or firearms noted on their driving record will not be permitted to drive on official University business regardless of points assessed by the State Vehicle Safety Program. Employees with DUI, DWI, and possession of controlled substances and/or firearms noted on their driving record regardless of points assessed by the State Vehicle Safety Program will not be allowed to transport students and will be evaluated on a case by case basis for authorization to drive for the University on official business.

## Compliance with the Arkansas State Vehicle Safety Program

1. All drivers must maintain a valid driver's license in accordance with the requirements of all applicable Arkansas State Laws.

2. All drivers must fully complete and sign the VSP-1 Authorization to Operate State Vehicles and Private Vehicles on State Business Form. This completed and signed form must be sent to the Budget Office for processing. Please go to <http://budget.atu.edu>, click on forms, and click on the form title to download it. Along with the form, the point value assigned to various vehicle related incidents is attached as well as a sheet on driving safety tips. The initialed and signed authorization form is all that needs to be returned to the Travel Office.

3. Arkansas Tech University is required to maintain copies of the completed VSP-1 form so the form need only be filled out once unless there is a break in service or enrollment with the University. The driving record of each individual will be checked and the driver will either be approved or disapproved as a valid driver for official University business. This form gives permission for the individual's driving record to be accessed by the Travel Office.

Please be aware that for drivers who hold an out of state drivers license the Travel Office will require a minimum of ten working days to process their VSP-1 form. In some instances the driver's record cannot be accessed and it is the responsibility of the driver to work with the Travel Office to obtain their driving record. Until the out of state driving record is obtained, on file in the Travel Office, and reviewed as in compliance with the Vehicle Safety Program, the driver is not an approved driver.

4. If a driver's record has accumulated from zero up to 9 points, a driver may drive on official University Business.

5. If a driver's record has accumulated 10 to 13 points, inclusive, a review of driving privileges on state business by the employee's supervisor or Vice President for Student Services, whichever is applicable, and the travel administrator from the Travel Office will be made. A recommendation as to whether or not the driver should be denied or allowed authorization to drive on state business will be sent to the University President for his approval. There is no mandatory suspension of driving privileges but a review of the driving record by the University President is required. The State of Arkansas Vehicle Safety Program recommends that a driver in this point range be required to successfully complete a defensive driving course.

6. If a driver's record has accumulated 14 to 23 points, inclusive, mandatory suspensions of varying lengths of time from driving privileges on University business, successful

completion of a defensive driving course, and reinstatement by the University President of driving privileges on University business is required by the Vehicle Safety Program.

A. The suspension begins the first day of the trip requisitioned that the total accumulated points were discovered on the driving record.

B. The driver and the driver's supervisor or Vice President of Student Services, whichever is applicable, are notified about the driving suspension and informed about the requirement for the defensive driving course and reinstatement process as an approved driver.

C. Upon presentation of documentation showing that the course was completed and passed, the University President will be advised that the requirements have been fulfilled and that reinstatement of driving privileges is recommended.

D. If a requisition for the trip has not been done with enough lead time to check the driving record and the trip commences without the department receiving back the approved purchase order and the suspension involves a student or extra labor employee who, by the nature of their status, have no control over departmental paperwork, the student/extra labor employee may be reimbursed, after he has been reinstated as an approved driver, for the time traveled except for the days of suspension. The employee responsible for submitting paperwork in a timely manner shall be informed in writing that any further requisitions submitted after the travel has begun will require a memo of explanation signed by their Dean or immediate supervisor and the memo submitted to the Travel Office.

E. If the suspension involves an employee in an Arkansas Tech University appropriated title position, the employee will be reminded once of the requirement for necessary paperwork to be sent in a timely manner in writing and reimbursement will be made. A second failure to submit the necessary paperwork in a timely manner will require a memo of approval of the Dean or immediate supervisor for the requisition to be processed. A third failure to submit the necessary paperwork in a timely fashion will result in the denial of reimbursement for the trip.

7. If a driver's record has accumulated 24 points and above, suspension, successful completion of the defensive driving course, and evaluation by the State Insurance Commissioner for reinstatement of driving privileges is required.

8. If a driver's license is suspended or revoked by the Office of Driver Services, that person may not drive on University business.

9. If a driver's license is restricted, then the limits of the restriction(s) apply to driving on University business.

10. If a driver's license has any underage driving violations, the person is not permitted to drive on official school business in a state or private vehicle.

#### Accident and Traffic Violations Reporting

Drivers must report accident and traffic violations to the Motor Pool Office and the Travel Office as follows:

1. When operating a state vehicle - within 24 hours of occurrence or by the following business day.
2. When operating a private vehicle on state business - within seven days of the occurrence.

#### Defensive Driving Classes

When defensive driving classes are required for compliance with the Vehicle Safety Program, the class must be approved by the Department of Finance and Administration, Office of Driver Services or the National Safety Council. Please contact the Travel Office for classes which are approved by these agencies as meeting their qualifications before the class is taken.

#### Drivers Who Are Not State Employees

The Vehicle Safety Program applies to drivers who are not state employees but who drive on official University business.

#### OFFICIAL MILEAGE CHARTS

The official mileage charts to commons points of travel from the Russellville campus and the Ozark campus are listed at the back of this document.