

ARKANSAS TECH UNIVERSITY

BOARD POLICY

Policy Number: 202

Subject: Board of Trustees Travel Policy

Date Adopted: February 2015

Revised: _____

Official Board functions are defined as events for the University that are sanctioned by the University President, continuing education activities that pertain to the Board, graduation, alumni/development events, and any other event that directly relates to the University and has been approved by majority vote of the Board.

In-State Travel for Board Members

Members of the Board of Trustees may be reimbursed for their travel expenses, including overnight expenses when appropriate, to and from Board meetings and official Board functions. When it is required of a Board member to perform separate duties in connection with the official business of Arkansas Tech University and these duties are required at times other than official Board meetings, then in-state travel expense reimbursement will be allowed.

Out-of-State Travel for Board Members

When it is required of a Board member to perform separate duties in connection with official Board functions of Arkansas Tech University and these duties are required at times other than official Board meetings, then expense reimbursement for out-of-state travel will be allowed if approved by a majority vote of the total membership of the Board of Trustees at a regularly scheduled Board meeting in advance of the travel.

If the Board member's spouse is to accompany the member as an official representative of Arkansas Tech University for the out-of-state travel, the spouse's expense reimbursement will be allowed if the spouse is approved to accompany the Board member by a majority vote of the total membership of the Board of Trustees at a regularly scheduled Board meeting in advance of the travel.

Travel Reimbursement for In-State and Out-of-State Travel for Board Members

The expense reimbursement rates and types of items which are reimbursable for the Board member and spouse, if applicable, shall not exceed the rate and allowable reimbursable items established for state employees by the state travel regulations and the policies of Arkansas Tech University.

The supporting receipts and documentations for the Board member and spouse, if applicable, shall be the same requirements established for state employees by the state travel regulations and the policies of Arkansas Tech University.

If a spouse is traveling with the Board member, the expense reimbursement of the spouse will be treated as a guest of the Board Member.