



ARKANSAS TECH
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TO: Dr. Bowen
DATE: May 3, 2017
FROM: Jessica Holloway *GH*
RE: 14 Day Airfare Delegated Authority

*Approved
5-5-17
RE Bowen*

Per Arkansas Law 19-4-903 commercial airline tickets should be purchased at least 14 days prior to travel if possible. Airline tickets purchased with less than a 14 day advance shall be explained in writing to the head of the agency and approved by him/her in writing prior to purchase. We contacted the Office of Accounting/DFA on March 27th requesting clarification to delegate this authority to the Travel Administrator. Their response was that yes this was possible, but must be kept on file. This is a separate delegation from the Travel Administrator duties.

I would like to request your permission to grant this delegation to Cindy Pratt, the current Travel Administrator.

Thank you.