

TRAVEL REIMBURSEMENT

UA Cossatot adopts by reference the travel policies and procedures of the State of Arkansas for state employees as Board policy.

Employees are expected to use their personal vehicle for official travel between campuses and to official meetings to conduct official business of the college. The college will reimburse for official miles driven only. The college assumes no responsibility for any maintenance, insurance, operational costs, accidents or fines incurred by the owner of the vehicle while on official business for the State.

Employees may also be reimbursed for other travel expenses for lodging, meals, etc. Employees will be reimbursed in accordance with the maximum in- and out-of-state rates, except in exceptional circumstances, as determined by the Chancellor or Vice Chancellor for Business Services of the college. Such determination shall exist in writing prior to the travel, and the employee's reimbursement request shall include a copy of such determination.

Policy History:

July 6, 2015
July 7, 2014
January 1, 2011
July 30, 2001

PROCEDURE: NONE