

**COMPENSATION FOR EXPENSES**

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Members of the Board of Visitors are entitled to reimbursement for ordinary expenses incurred while transacting college business, with all reimbursements following state employee expense procedures and statutes.

HLC Criterion: 5B

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**Policy History:**

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

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**BOARD OF VISITORS REIMBURSEMENT**

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1. Members of the Board of Visitors may travel for official college business with no pre-authorization required.
2. Members are entitled to reimbursement for mileage driven to attend official college business functions out of the normal in-district service area of the college.
3. Members are also entitled to reimbursement for meals, lodging, etc. when official college business requires an overnight stay. Reimbursable expenses must be in accordance with the Arkansas State Travel Laws and Regulations.
4. Members who incur expenses while conducting college business must submit itemized expenses on an official college TR-1 form (electronic form available from Business Office) with attached documentation and receipts related to the expenditures.
5. Members will submit their TR-1 and documentation to the Chancellor's office for approval.
6. Once approved, the TR-1 will be sent to the Business Office for processing.

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**Procedure History:**

February 24, 2016

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