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## ASUB Standard Operating Procedure – 2001

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### Standard Operating Procedure Synopsis

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Title: **TRAVEL**

Approval Date: June 30, 2021

Revision Date, if applicable:

Review Date(s): April 20, 2022; April 12, 2023; April 17, 2024

Annual Review Month: April

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Travel Supervisor

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### A. Purpose and Scope

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Each fiscal year, employees working on behalf of Arkansas State University-Beebe may travel in the performance of their job duties. Travel policies provide safe and appropriate services for employee and guest travelers while using ASU-Beebe resources in the most efficient manner. All employees of ASU-Beebe who are required to travel or coordinate travel for official guests as a part of ASU-Beebe business, must complete a Travel Authorization and have appropriate approval before any travel takes place.

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### B. Definitions

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*VCFA* – Vice Chancellor for Finance and Administration

*TA* – Travel Authorization

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### C. Procedures

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When travel or registrations are needed:

1. A TA should be completed by the traveler and submitted to their dean/supervisor.

2. After appropriate signatures are obtained, the TA should be submitted to the VCFA office.
3. The travel supervisor will contact the traveler regarding travel information (i.e. per diem allowed, flight reservations, registrations).

“Travel Authorization Forms” are located on SharePoint under Finance and Administration.

The Travel Manual is located on SharePoint under Finance and Administration.

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#### **D. Related Information**

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State of Arkansas Travel Policy:

[https://www.dfa.arkansas.gov/images/uploads/accountingOffice/TravelPolicy\\_StateEmployee.pdf](https://www.dfa.arkansas.gov/images/uploads/accountingOffice/TravelPolicy_StateEmployee.pdf)