



ASUB Standard Operating Procedure – 2002

Standard Operating Procedure Synopsis

Title: **TRAVEL - STUDENT**

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

A. Purpose and Scope

At times Arkansas State University-Beebe may have faculty and staff who want to lead students on field trips that take them out of town, across the country or abroad. The purpose of these trips are to observe different perspectives, experience other cultures, enhance gratitude, create unique memories, practice a foreign language, professional development and to build self-confidence and independence.

B. Definitions

VCFA – Vice Chancellor for Finance and Administration

TA – Travel Authorization

C. Procedures

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.

D. Related Information

State of Arkansas Travel Policy:

https://www.dfa.arkansas.gov/images/uploads/accountingOffice/TravelPolicy_StateEmployee.pdf