



ASUB Standard Operating Procedure – 2004

Standard Operating Procedure Synopsis

Title: **JOB APPLICANT TRAVEL**

Approval Date: August 18, 2021

Revision Date, if applicable: June 12, 2024

Review Date(s): March 23, 2022; March 29, 2023; May 8, 2024

Annual Review Month: March

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

Standard Operating Procedures Manager (PM): Travel Supervisor

A. Purpose and Scope

Arkansas State University-Beebe understands that in order to attract the most qualified candidates, it may be necessary to expand recruiting efforts beyond the local area. To facilitate this, with approval by the supervising member of the Executive Council, travel reimbursement may be offered to job candidates during the selection process. The decision to offer reimbursement will be based upon the following factors.

- The job market supply and demand for the skills required for the position.
- The incentive for prospective candidates to interview for the position with or without reimbursement.
- The location of the candidate in relation to local qualified candidates.

B. Definitions

VCFA – Vice Chancellor for Finance and Administration

TR-1 – Travel Reimbursement

C. Procedures

When travel is required for a job applicant:

1. Prior to offering reimbursement, the chair of the interview committee should consult with human resources and the supervising member of the Executive Council to determine if reimbursement will be offered. If reimbursement is offered, the chair will discuss with human resources if the recruitment budget account may be used or if the department budget account should be used.
2. The chair of the interview committee should contact the travel supervisor for specific details on what can be reimbursed.
3. The job applicant will be responsible for paying all expenses and then turning in a TR-1 for reimbursement after the interview process is complete.

Travel reimbursement forms are located on Microsoft SharePoint under finance and administration.

The travel manual is located on SharePoint under finance and administration.

Job applicant travel memo 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

[SharePoint link to Travel Reimbursement Form/TR-1](#)