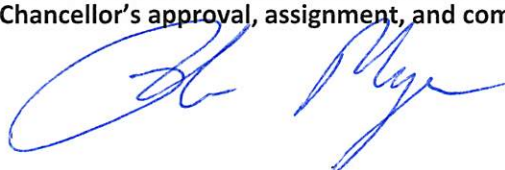


ASUMH PROPOSAL FORM

1. Submitted to the Operational Affairs Committee on this date: 3/1/21 Estimated time needed to present proposal: five minutes
2. Please provide a detailed description of the proposed activity, policy, or practice. Proposal to change the current ASUMH travel reimbursement policy for employment candidates. New policy would adopt the current ASU-J policy of full reimbursement to candidates. See attached example. This originated from the CFO when it was discovered that the policy being used by ASUMH only covers half of the travel expenses, while ASU-J does not have this restriction. There is also no such restriction at the state level as a guideline from DFA.
3. Does this proposal amend or abolish a current activity, policy, or practice? If so, please list current activity, policy, or practice. Yes. See attached policy. Current ASUMH policy allows for reimbursement of half of the candidate's travel expense.
4. Will this proposal require budgetary expenditures? If so, please provide an estimated amount. Yes, estimated amount dependent on number of candidates needing to travel for interviews. All candidates will be vetted first and only final candidates would be invited to visit in person, pending approval of the Chancellor or Provost.
5. Will this proposal require the formation of a work group to study and recommend regarding the proposal? If so, please attach a Work Group Committee Recommendation Form. No
6. Submitted to the SGOC by committee on this date: 3/2/21
7. Faculty and Staff Senate and SGA amendments: Recommended by Operational Affairs Committee on 3/2/21 Approved by Staff Senate with no amendments on 3/12/21 Approved by Faculty Senate with no amendments on 3/12/21
8. Faculty and Staff Senates, SGA, and Committee review completed on this date: 3/12/21
9. Submitted to Chancellor by SGOC on this date: 3/12/21
10. Chancellor's approval, assignment, and comments:  3-15-21
11. Proposed activity completed on this date:

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 05-26

Section: Finance and Administration

Subject: Travel: Applicant Expense

When an applicant is invited to the University for a job interview, the University may pay all travel expenses of a reasonable nature including lodging, transportation, and meals in accordance with official travel regulations.

1. Transportation expenses shall not exceed the equivalent cost of a round-trip commercial air coach ticket.
2. The expenses to be reimbursed shall be for the applicant only and shall not include the expenses of the candidate's spouse, children or any other visitors traveling with the candidate.
3. Under no circumstances will costs for alcoholic beverages be reimbursed.
4. Entertainment and personal expenses such as insurance, laundry, cleaning, valet service, and extra meals will not be reimbursed.
5. Prior to the applicant's trip, academic departmental officials should receive approval from the Provost of the applicants who will be invited to campus for interviews. Other departments should receive approval from the appropriate administrator.
6. The travel expenses can be charged to the Department Card or the department can reimburse the applicant for the expenses in accordance with official travel regulations. The applicant will be treated as a new vendor and needs to fill out the appropriate vendor packet documents in order to be reimbursed.

Revised on 09/12/2019.

ASUMH POLICY – CANDIDATE TRAVEL EXPENSE

ASUMH abides by all travel regulations as set forth by the Arkansas Department of Finance and Administration (DF&A). Candidates for academic and administrative positions, not to include classified positions, who are selected for an interview, may be reimbursed for one-half of their travel expenses according to the following procedures. Out-of-area candidates should be pre-screened by the selection committee by telephone or video conferencing prior to submitting a request for travel authorization.

1. Based on the availability of funds and necessity for completion of a successful search, the University may reimburse a maximum of \$2,000 per search for up to three candidates with any one single candidate not to receive reimbursement in excess of \$750. Exceptions may be made with prior approval of the Chancellor.
2. Candidates invited for interviews from distances greater than 175 miles, one-way, may be reimbursed for one-half of candidate travel expenses up to a maximum of \$750.
3. The department supervisor must submit a Travel Authorization Form on behalf of the candidate a minimum of five (5) days prior to the interview date. All candidate travel expenses must be approved by the Chancellor in advance.
4. All candidates must submit a TR-1 and actual receipts for meals, lodging, and transportation in order to receive reimbursement.
5. Eligible expenses may include:
 - a. Transportation-
 - i. Airline/Rail: Reimbursement is limited to coach class.
 - ii. Automobile: Reimbursement for the use of a private automobile will be at the current Arkansas rate. Mileage from point-to-point will be determined through the use of the "Mapquest" (www.mapquest.com) shortest distance. This amount may not exceed the cost of coach airfare.
 - iii. Taxi/limousine transportation to and from the airport is allowed, provided it is reasonable. Reasonable tips will be reimbursed. Use of a rental vehicle may be considered but reimbursement is limited to standard/midsize rental.
 - iv. Parking and toll charges are reimbursable with a paid receipt.
 - b. Lodging-
 - i. Reimbursement is limited to the single, state government room rate up to the actual amount incurred by the candidate. All claims for lodging must be supported by an original itemized receipt showing a zero balance, or in lieu of a zero balance, the original credit card receipt.

- ii. Lodging reimbursement is limited to the night preceding and/or night following the scheduled interview.
 - c. Meals-
 - i. The candidates' own meals may be reimbursed, based on actual expense receipt, up to the Federal GSA per Diem rates for Arkansas. Tips for meals are limited to fifteen percent. Alcohol may not be included. Meals are only reimbursed in conjunction with an overnight stay.
- 6. Reimbursements are allowed for the candidate only; expenses for spouse, children, or others accompanying the candidate are not eligible for reimbursement.
- 7. The appropriate supervisor shall ensure all necessary travel authorizations, TR-1 forms, and receipts are submitted on behalf of candidates.