

UAM OPERATING PROCEDURE 340.3

RE: Travel Expenses

July 1, 2000

Revised: July 1, 2011

Revised: April 15, 2019

Revised: April 25, 2022

It is the policy of the University of Arkansas at Monticello that individuals, including candidates for employment, traveling on University business will pay for their travel expenses and be reimbursed at the conclusion of the travel. The reimbursement for actual expenses will be requested and documented on an Expense Report in accordance with Part II Chapter II of the State Accounting Procedures Manual. Detailed receipts are required for all expenditures, including meals. Alcoholic beverages are not reimbursable. All travel requires prior approval.

The accounting procedures manual reads in part on page II-11.11 that official guests of the State shall be allowed reimbursement for "actual expenses" for meals, lodging, transportation and other miscellaneous expenses on the Expense Report.

In addition to the State Accounting Procedures Manual Chapter 11, the relevant UAM Operating Procedures includes 340.1, 340.2, 345.1, as well as this procedure.