



ASUB Standard Operating Procedure – 2003

Standard Operating Procedure Synopsis

Title: **BLANKET MILEAGE**

Approval Date: June 30, 2021

Revision Date, if applicable:

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

Annual Review Month: April

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

Standard Operating Procedures Manager (PM): Travel Supervisor

A. Purpose and Scope

Each fiscal year, employees working on behalf of Arkansas State University-Beebe may travel in the performance of their job duties. All employees of ASU-Beebe who are required to travel campus to campus or locally for ASU-Beebe business and utilize a motor pool vehicle or personal vehicle, must complete a Blanket Travel Authorization and have appropriate approval before any travel takes place.

B. Definitions

VCFA – Vice Chancellor for Finance and Administration

TA – Travel Authorization

C. Procedures

When campus to campus or local travel is required:

1. A Blanket 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. A Blanket TA does not take the place of travel that is specific (conferences, seminars, recruiting, etc).

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

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

D. Related Information

State of Arkansas Travel Policy:

<http://www.dfa.arkansas.gov/offices/accounting/Documents/travelRegs.pdf>