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## **ASUB Standard Operating Procedure – 2004**

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### **Standard Operating Procedure Synopsis**

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Title: **JOB APPLICANT TRAVEL**

Approval Date: August 18, 2021

Revision Date, if applicable:

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

Annual Review Month: March

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

Standard Operating Procedures Manager (PM): Travel Supervisor

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### **A. Purpose and Scope**

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At certain times, job vacancies may require a job applicant to travel from another state for an in-person interview and certain expenses may need to be reimbursed. Expenses for an interview are paid for out-of-state applicants for full-time faculty and non-classified positions only.

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### **B. Definitions**

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*VCFA* – Vice Chancellor for Finance and Administration

*TR-1* – Travel Reimbursement

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### **C. Procedures**

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When travel is required for a job applicant:

1. The chair of the interview committee should contact human resources to determine 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.

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#### **D. Related Information**

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State of Arkansas Travel Policy

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

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