



ASUB Standard Operating Procedure – 2001

Standard Operating Procedure Synopsis

Title: **TRAVEL**

Approval Date: June 30, 2021

Revision Date, if applicable:

Review Date(s): April 20, 2022; April 12, 2023; April 17, 2024; April 9, 2025

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. Travel policies provide safe and appropriate services for employee and guest travelers while using ASU-Beebe resources in the most efficient manner. All employees of ASU-Beebe who are required to travel or coordinate travel for official guests as a part of ASU-Beebe business, must complete a 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 travel or registrations are needed:

1. A 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. The travel supervisor will contact the traveler regarding travel information (i.e. per diem allowed, flight reservations, registrations).

“Travel Authorization Forms” are located on the Vanguard Intranet under the Travel link.

The ASU-Beebe Travel Regulations are located on the Vanguard Intranet under the Travel link.

D. Related Information

State of Arkansas Travel Policy: <https://www.dfa.arkansas.gov/office/travel-portal/>