



ARKANSAS DEPARTMENT OF AGRICULTURE

TRAVEL POLICY

Effective Date: June 19, 2018

I. APPLICABILITY

This policy applies to all Arkansas Department of Agriculture (Department) employees.

In addition to the Department travel policy, all Department employees are subject to the State of Arkansas Travel Regulations promulgated by the Department of Finance and Administration (DFA) (copy attached). The DFA Travel Regulations require each agency to make certain clarifications specific to that agency. The purpose of this policy is to address such areas.

II. PROCEDURES

Before Traveling - The Secretary of Agriculture, Deputy Secretary, Agency Director, Agency Deputy Director must pre-approve all business-related travel if reimbursement will be requested. Out-of-state travel, in-state overnight travel, and all travel related to training also requires pre-approval by the Chief Fiscal Officer if reimbursement will be requested. Use the form entitled "Request for Out-of-State Travel." Any exceptions to this policy must be pre-approved by the Secretary.

The Department will only reimburse for meal expenses when there is an overnight stay. This applies to both in-state and out-of-state travel. Applicable documentation as described in Section B must be attached to the TR-1 form.

When driving, a state vehicle should be used if one is available. Prior approval by the Secretary of Agriculture, Deputy Secretary, Agency Director, Agency Deputy Director is required for the use of a personal vehicle when a state vehicle is available and reimbursement will be requested.

Reimbursement Information - Employees must obtain and submit itemized receipts for lodging and transportation with the TR-1 form.

Employees are not required to submit itemized receipts for meals with the TR-1 form but should keep a copy for their records for up to one year for audit purposes. Supervisors or travel administrators may request copies of meal receipts at any time up to one year from the date of submission of the TR-1.

Reimbursement requests for conference registration fees must include a receipt and appropriate supporting documentation including a conference agenda.

Do not request reimbursement for another person's expenses.

If departing from home instead of the workplace, claim mileage from whichever location is closest.

After Traveling - To be reimbursed for expenses, do the following within 30 days:

- Follow the DFA Travel Regulations and the guidance in this policy and process the “**Travel Reimbursement Request form, TR-1**” to request reimbursement for travel expenses. False or inaccurate claims could result in disciplinary actions including employment termination. Address questions about this policy to the Chief Fiscal Officer.
- Employees must complete the “**Travel Expense Reconciliation Form**” when there are expenses that have been paid directly by the agency or by state travel or purchasing cards.
- The Deputy Secretary, Chief Fiscal Officer, Agency Directors and Agency Deputy Director are designated by the Secretary as Travel Administrators. The Secretary or a Travel Administrator must approve payment for travel expenses pursuant to policy.