

### **General Information:**

All travel forms, and information regarding meal and lodging limits and official regulations on travel can be found on the A-State Travel Services page<sup>1</sup> and the HSU Travel page<sup>2</sup>. For mileage calculations, you are welcome to use Google Maps. Please note that the shortest distance from your starting location to your destination will be considered for your mileage reimbursements.

You must have approval for your travel at least five days before you are due to travel.

Once you return, complete all TR-1 forms for reimbursements. You will need to keep up with all receipts for meals and so on to complete the form. You also need to verify that your vendor profile has been activated in Banner before submitting your travel reimbursement. To do this, contact the Business Office.<sup>3</sup>

For reimbursements and T-Card logs, you must have itemized receipts for your travel expenses. Credit card authorization slips are insufficient and will not be accepted as receipts. You will not and cannot be reimbursed for the following: personal entertainment, alcoholic beverages, flowers, valet services, laundry services, etc. Nor can you be reimbursed for someone else's travel expenses (exception, see Student Travel).

Having funds transferred from grants, agency accounts, or from the Foundation to cover reimbursements do not exclude expenses from state expenditure guidelines.

*If you travel regularly in your position, you are strongly encouraged to apply for a T-Card. This will save you from using your personal funds to cover all travel costs up front. You will still be responsible for covering meal costs (see per diem rates for reimbursements) and fuel costs (only when driving personal vehicles) that will be covered by the mileage portion of reimbursements.*

### **Student Travel:**

For groups of students to travel, they must be recognized as a cohesive group representing Henderson State University led by at least one member of the faculty or staff. Any students travelling without a faculty or staff member must sign a waiver provided by the Office of General Counsel and be pre-approved.

All student groups must provide a list of travelers, an itinerary and contact information for the HSU employee taking responsibility for the group. These items must be submitted to Travel Services at A-State / the HSU Business Office before travel occurs.

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<sup>1</sup> A-State Travel Services: <https://www.astate.edu/a/travel/index.dot>

<sup>2</sup> HSU Travel Page: <https://www.hsu.edu/about/administration/finance-and-administration/purchasing/travel/>

<sup>3</sup> Anyone on the Accounts Payable team can check your vendor status. If no result is found, you will be requested to send your Employee ID number, Address and personal phone number to [accountspayable@hsu.edu](mailto:accountspayable@hsu.edu).

As with all employee travel, detailed receipts for all expenses including meals must be kept for reimbursements and T-Card logs. For student groups, T-Cards can be used for student meals with approval.

**Meals:**

You may only claim the actual expenses, not exceeding the maximum allowable expense per the per diem rates. T-Cards and reimbursements will only cover tips at a maximum of 15%. Tips count toward the daily maximums on meal expenses. You must obtain a detailed copy of your receipt to be reimbursed for meals. **Reminder: T-Card usage for meal coverage is only acceptable with approval when traveling with students.**

**Driving on State Business:**

Before traveling, a VSP form must be completed and submitted with a copy of your Driver's License. Forms may be turned in to the Business Office or directly to A-State Travel. Only university employees and graduate assistants can be authorized to drive university owned vehicles. Approved drivers must report all traffic violations (including speeding) to supervisors no later than the following business day.

- **Rental Vehicles:** Renters must be 25+ years old, use a state contracted vendor (Enterprise), provide justification if only used between airport and lodging location. State contract rates with Enterprise includes liability, comprehensive, and collision coverages. For accidents and break downs involving rental vehicles, please contact the rental company.
- **Auto Insurance (University Vehicles):** All university owned and leased vehicles are insured by the university. Check the travel bag in the vehicle for instructions and information.