

Approval Form
Out-of-State Travel • Full Reimbursement for Lodging • Guest of the State

Out of State: State regulations require special authorization by the agency director or his/her designee for travel outside the state of Arkansas.

Full Reimbursement for Lodging: State regulations require lodging costs that exceed the rates listed in the Federal Travel Directory by more than room tax may not be paid without authorization by a travel administrator.

Official Guest of the State: State regulations allow that a volunteer, non-state employee or an official guest of the university, whose activities or services benefit the university, may be allowed reimbursement for actual expenses for meals, lodging and transportation. Authorization by the agency director or travel administrator is required to be submitted with the TR-1.

Prepared by: **HSU Box #**

Out of State Travel: Yes No **Full Reimbursement for Lodging:** Yes No

Official Guest of the State: Yes No (On the TR-1, a guest must sign a statement that they will not be reimbursed from any other source.)

Traveler(s) - additional pages may be attached for group travel:

Justification for Travel:

Travel Date(s): through

Destination:

Amount Requested:

Account Name and Number:

Requisition Number (if available, though not required until this form is approved.):

APPROVAL

Chair: _____ **Date:** _____

Dean/Director: _____ **Date:** _____

Vice President: _____ **Date:** _____

(This form should be submitted no less than 10 days prior to travel. Once approved, the office of the vice president will submit the signed copy to the business office and return a copy of the approved form to the office submitting the request. This form will not be approved by a VP unless all fields are complete.)