

Arkansas State University - Jonesboro

Effective Date: 07/01/96

Number: 05-25

Section: Finance and Administration

Subject: Travel: Method of Transportation

University personnel are expected to use the most economical means for travel.

Air Travel

1. Commercial flights shall be by regular coach in the main cabin of the air craft.
2. Commercial airline reservations are the responsibility of the traveler and should be purchased at least 14 days prior to travel if possible. Airlines tickets purchased less than 14 days in advance must be explained and approved in writing by the Dean and Vice Chancellor. The explanation must be scanned and attached to the Request Report or Expense Report if the traveler has already returned from the trip.
3. The University will normally pay or reimburse the traveler for checked baggage fees for the first bag only. A written explanation from the traveler with the supervisor's signature must be completed for fees for additional bags claimed. The explanation must be scanned and attached to the Request Report or Expense Report.
4. Airfare booked with a traveler's personal credit card will be reimbursed after the trip has taken place. Do not submit an Expense Report for reimbursement prior to the trip.

Personal Aircraft

With the prior approval of the Vice Chancellor for Finance and Administration, staff members will be reimbursed at a rate not to exceed \$.52 per nautical mile when using personal aircraft for University business. (Personal aircraft may be partially or fully owned.)

Private Automobile

1. Reimbursement is at a rate not to exceed \$.52 per mile based on official map mileage of the shortest, most direct route between points of departure, destination, and return.
2. Should a traveler elect to use a personal automobile for travel of 500 or more miles (one way), reimbursement is made at a rate not to exceed \$.52 per mile based on official map mileage of the most direct route with the total (including meals and lodging en route) not to exceed the cost of commercial airfare or the cost to rent a vehicle through Motor Pool (see Trip Optimizer for comparison). Generally, trips of more than 500 miles, unless there are two or more authorized passengers, should be made by air.
3. To determine the most cost effective means for vehicle travel, Trip Optimizer is required only if the daily round trip exceeds 100 miles. Personal vehicles may be used on any trip that is 100 miles or less round trip without using Trip Optimizer.
4. In the event two or more authorized persons travel in the same automobile, only one traveler may claim mileage reimbursement.

Rental Vehicles

University employees must use the mandatory statewide Enterprise rental contract when it is more economical. To determine if a rental is more economical than driving your personal vehicle, see the trip optimizer.

Vehicle Safety Program

Any employee who is reimbursed for mileage, is assigned a University vehicle, or receives approval to rent a vehicle must comply with the Vehicle Safety Program. See the [Risk Management](#) web site for more information.

Revised on 03/22/2023.