

**STATE TRAVEL REGULATIONS**

The following are procedures from the State Travel Regulations:

**TR-1 Forms**

All employees will need to fill out a TR-1 form when claiming mileage and/or meals and lodging. All receipts ARE REQUIRED and are to be attached to the TR-1 form and signed by employee’s VP and then turned into VP of Administration, Brenda Gillogly, for approval. When attending a conference, please attach a copy of the agenda to the TR-1 form.

**Mileage for Use of Private Vehicle**

An employee may be paid mileage when required to travel away from their “official station” on state business. “Official Station” is the location where the employee normally reports for duty. An employee whose resident city is a location other than his/her “official station” shall not be allowed mileage to travel between them except as provided for in Rule 3. Mileage may be reimbursed between the travel site destination and the employee’s official station or residence, if leaving directly from the residence, *WHICHEVER IS LESS.* Rule 3 states that, occasionally it may become necessary for an employee to perform unanticipated duties outside the normal work schedule. In the event that such duties require employees to commute from his/her residence to the place of performance of the duties and back using their private vehicle, the employee may be paid mileage reimbursement. The current mileage rate is .42 per mile.

**Limits for Meals and Lodging**

Travel reimbursement is **NOT** a per diem and is to be claimed for ACTUAL EXPENSES FOR MEALS AND LODGING NOT TO EXCEED THE MAXIMUM ALLOWABLE RATES AS LISTED IN THE FEDERAL TRAVEL DIRECTORY. Below are the current rates allowed for Arkansas:

 Little Rock – Lodging $87.00, Meals $61.00 per day

 Hot Springs – Lodging $99.00, Meals $46.00 per day

 All other cities in Arkansas – Lodging $83.00, Meals $46.00 per day

 For all other rates, contact Kim White, ext. 4038.

The maximum allowance for meals INCLUDES taxes and up to **15% tip.** Lodging rates should be exceeded **ONLY** by room tax unless special authorization is given in writing by the travel administrator of the agency justifying the need to exceed the standard reimbursement rate. This would be a memo to Brenda Gillogly requesting full reimbursement on lodging. Meal reimbursement is allowed **ONLY** in connection with overnight travel. The traveler is only eligible for **75%** of the daily allowance for meals on the **first** and **last** day of travel. If travel covers a two day period, then meal reimbursement is up to **75%** of the daily allowance for each day.

**Conferences**

Employees are required to fill out the in-service request form and *attach a registration form* that is filled out so that payment can be processed. Be sure that the registration form is filled out with all the required information.