



## Arkansas Community Correction

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### ADMINISTRATIVE DIRECTIVE: 17-22 Travel Rules and Reimbursement

**TO:** Arkansas Community Correction Employees

**FROM:** Sheila Sharp, Director

**SUPERSEDES:** None

**APPROVED:** Signature on File

**EFFECTIVE:** August 14, 2017

- I. **APPLICABILITY.** This policy applies to all Arkansas Community Correction (ACC) employees.
- II. **POLICY.** ACC policy is to reimburse employees only the allowable amount for travel expenses pursuant to policy.
- III. **GUIDANCE.**
  - A. **Before Traveling.**
    1. The Director, Chief Deputy Director, Area Manager, Center Supervisor, Central Office supervisor or their designee must pre-approve all business related travel if reimbursement will be requested. Out-of-state travel also requires pre-approval by the Director if reimbursement will be requested. Use the form entitled "Request for Out-of-State Travel." As an exception, the Director's approval is not required when extraditing an offender from another state.
    2. The agency 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 must be attached to the TR-1 form. As an exception, written pre-approval is not necessary to purchase a meal for an extradited offender.
    3. Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or state-owned automobile; whichever method serves the requirements of the State most economically and advantageously.

4. When flying or pre-booking bus, train or rental car transportation, contact the Administrative Services Budget Section far enough in advance so they may purchase tickets at least 14 days before travel whenever possible. The Deputy Director of Administrative Services or designee must pre-approve the use of rental vehicles in writing, and must only do so when it is more economical than taxi, airport shuttle, etc. Employees may book their own lodging; however, it is recommended that the Administrative Services Budget Section books employee lodging to ensure the best rates.
5. Travel agencies may be used; however, the agency will not reimburse employees for any travel agency expenses.
6. When flying, if the airline charges for the first checked bag, the agency will reimburse that expense. The agency will not reimburse for a second or overweight bag.
7. When driving, a state vehicle must be used if one is available. If one is not available, employees must obtain pre-approval in writing from their Area Manager, Center Supervisor, Central Office supervisor or their designee if they will be requesting reimbursement for driving a private vehicle. A copy of the written pre-approval must be included with the TR-1. Employees are required to carpool whenever possible.

#### **B. Reimbursement Information.**

1. Employees must obtain and submit itemized receipts with the TR-1 form; the agency will not pay for meals without an itemized receipt.
  - Receipts for claiming commercial transportation expense must be original or a copy of the original. In the case of an electronic airline ticket, a confirmation number, the travel dates and destinations, and the costs must be included.
  - Receipts for lodging must include the single room rate and taxes.
  - Reimbursement requests for conference registration fees must include a receipt and appropriate supporting documentation.
2. Whenever possible, expenses should be paid for separately from other ACC travelers.
3. Only 75% of the allowable per diem is reimbursable for the first and last day of travel.
4. Only request reimbursement for meals proportional to the travel. For example, if leaving for an overnight trip at noon, only claim a dinner meal. Enter the actual expenses from receipts on the TR-1 form excluding alcohol and applicable tax; however, the agency will only reimburse up to the per diem rate for each meal. If a meal exceeds the allotted amount, the overage will not be reimbursed.
5. The agency will not reimburse for alcoholic beverages and the applicable tax. When possible, ask to have alcoholic beverages on a separate receipt. If alcoholic beverages are on a receipt, draw a line through them.

6. Don't request reimbursement for another person's expenses. An exception is allowed to pay for an offender's meal during transport or for an approved guest of the state. Meals claimed for an offender must be on a separate line on the TR-1 and must include the offender's name and PID number.
7. Don't request reimbursement for meals when not staying overnight.
8. Don't submit receipts for meals that are not reimbursable such as meals that are not proportional to your travel and/or meals consumed when a free, complementary or conference-provided meal was available.
9. Employees must not request reimbursement for meals at an official station which is the location where the employee typically works.
10. Only request mileage for driving in the vicinity of your destination when driving for "official business purposes." When requesting reimbursement for vicinity mileage, list mileage driven locally as a separate line item on the TR-1 form.
11. If departing from home instead of from the workplace, claim whichever is the shorter distance.
12. For trips where the destination is 400 miles or more from the employee's "official station," the minimum miles traveled per day to be reimbursed for a night's lodging must be 400 miles.
13. Only claim mileage for the shortest major highway route. For travel in Arkansas, use the [Travel Mileage Grid for Arkansas](#) that is available on ACCess; otherwise use Google Maps:
14. Only request reimbursement for the least-costly available parking such as airport parking, hotel parking, etc.

**C. After Traveling.** To be reimbursed for expenses, in a timely manner do the following:

1. **Travel Reimbursement Request Form, TR-1.** Follow the above guidance 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 Administrative Services Budget Section.
2. **Travel Expense Reconciliation Form.** Administrative Services Budget Section must complete the "Travel Expense Reconciliation Form" when there are expenses that have been paid directly by the agency.

**D. Allowable Reimbursement Amounts.** The reimbursable amount depends on the destination. Arkansas rates are in the table below. If traveling outside of Arkansas use [the online GSA Per Diem Rates tool](#), which provides specific amounts for the maximum daily meal rates. The online tool also provides lodging rates for various cities.

<b>Meals and Incidental Expense (M&amp;IE) Total [as of year 2017, this is subject to change]</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>IE</b>
<b>\$51</b> (for Arkansas cities other than Little Rock and Hot Springs)	\$11	\$12	\$23	\$5
<b>\$54</b>	\$12	\$13	\$24	\$5
<b>\$59</b> (for Little Rock and Hot Springs)	\$13	\$15	\$26	\$5
<b>\$64</b>	\$15	\$16	\$28	\$5
<b>\$69</b>	\$16	\$17	\$31	\$5
<b>\$74</b>	\$17	\$18	\$34	\$5

**E. Payment Approval Authorities – Travel Administrators.**

The Administrative Services Budget Administrator, Deputy Directors and Chief Deputy Director are designated by the Director as Travel Administrators. The Director or a Travel Administrator must approve payment for travel expenses pursuant to policy.

**F. Non-Travel Reimbursement.** This method, along with the Miscellaneous Reimbursement Form, is only for non-travel related reimbursements. An employee must seek and gain supervisor approval before purchasing an item that he or she expects reimbursement from ACC. Receipts must be provided or reimbursements will not be approved.

**IV. REFERENCE.**

- [Travel Mileage Grid for Arkansas](#); available on ACCess
- ACC Form TR-1, Travel Expense Reimbursement Request
- ACC Form, Miscellaneous Reimbursement Form
- ACC Form AD 17-22 Form 2, Request for Out-of-State Travel
- DFA Form Travel Expense Reconciliation