

# Administrative Affairs Committee

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## MEETING MINUTES

Date: Friday, March 15, 2019

Time: 10:45 am

Place: TEC Conf Room

**I. Call to order** – Philip Shackelford, chair, called the meeting to order at 10:45 am

### **II. Roll Call**

- a. **The following committee members were present:** Philip Shackelford, Chair, Charley Hankins, James Virden, Bill Fowler, David Henry, Ann Southall, Heath Waldrop, Ken Bridges, Tim Kirk, Mike Roberts, Carey Tucker, and Ray Winiecki
- b. **The following committee members were excused:**
- c. **The following committee members were absent:** Andrew Fielder
- d. **The following guests attended the meeting:** Caroline Hammond

**III. Approval of minutes from last meeting** – Motion made by Mike Roberts to approve minutes, passed.

**IV. Old Business** – No old business was presented

### **V. New Business** –

- a. David Henry submitted changes to APM 5.04a Travel Reimbursements to add detailed meal receipts to section IV, update working in section XI to meet current procedures and change requirements and specifications to XIV regarding the timing of when completed travel can be submitted for reimbursement. (document attached). Motion was made by Bill Fowler to accept. Changes were discussed regarding some secretarial changes and an amended motion was made by David Henry. Both motions passed. This will be submitted to other councils for review.

b. Committee Reports

1. Facilities, Energy and Safety- Ray Winiacki – review current locking mechanisms on doors and updated camera installations
2. Human Resources – Mike Roberts - PII policy is still being adjusted and reviewed. Will be presented at a future meeting.
3. Institutional Technology – Charley Hankins – No report
4. Professional Development – Ken Bridges – Reviewing of breakout sessions for the next convocation as well as possibly some between sessions. Will be presented at a future meeting
5. VPFA Sharing –
  - a. Budget reviews still ongoing
  - b. McWilliams project has experienced a few weeks delay but still projected completion by mid-May
  - c. Administration Bldg has current estimated substantial completion of Aug 22
  - d. Mike Roberts and Tim Kirk said recently attended conference and were looking at risk analysis and challenges our campus faces

**VI. Adjournment** motion made to adjourn by Charley Hankins at 11:23 am

*Minutes submitted by: Ann Southall*

## 5.04a Travel Reimbursements

### Chapter Five: Fiscal Affairs

#### Procedure Title: Travel Reimbursement

Based on: **Board Policies Nos. 3 and 7**

Procedure Number: 5.04a

Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; March 31, 2014; September 24, 2015

- I. The Department of Finance and Administration establishes the daily allowances for travel reimbursement for lodging and meals and the rate of reimbursement for mileage for the use of a private vehicle.
  - A. The daily maximum allowable rates for both in-state and out-of-state travel is published by DF&A on the Federal Travel Directory at [www.gsa.gov](http://www.gsa.gov).
  - B. The mileage reimbursement is set at a rate mandated by DF&A which is published on SouthArk's website at [www.southark.edu](http://www.southark.edu). It is updated as revisions are announced by DF&A.
- II. To be eligible for a full-day travel allowance, the employee must leave prior to 6:00 a.m. and be away from the College for a minimum of 24 hours.
- III. No reimbursement will be made for meals when overnight lodging is not required.
- IV. Employees must submit detailed receipts for:
  - A. Lodging
  - B. Registration Fees
  - C. Gas
  - D. Emergency repairs
  - E. Tolls
  - F. Car rentals
  - G. Any common carrier
  - H. Expenses for Non-State employees
  - I. Restaurant receipts for claimed meals
- V. A traveler may not request reimbursement for:
  - A. Personal entertainment
  - B. Valet Service
  - C. Flowers
  - D. Laundry
  - E. Cleaning
  - F. Alcoholic Beverages
- VI. Reimbursement may only be claimed for actual expenses for meals and lodging as mandated by DF&A.
  - A. The maximum reimbursement may be claimed only if actual expenditures for meals and lodging exceed the daily maximum allowed.
  - B. Sales tax may be claimed with meals and lodging actual expenditures, not to exceed daily maximum allowed.
- VII. State travel regulations allow the head of an institution to waive the maximum reimbursement limit by writing a justification to support each exception.



of travel (for the College) between taking a SouthArk fleet vehicle, renting a vehicle or using a personal vehicle. Travelers not using the State contracted agency will be reimbursed at the State contract rates. The amount of reimbursement for the use of a personal vehicle will be determined by the shortest major highway route as shown by an official Arkansas highway map for Arkansas travel or other maps for out-of-state travel. An official Trip Optimizer form must be completed and submitted with the reimbursement form if requesting a personal reimbursement. The employee using their own vehicle will only be reimbursed the lesser of the cost of the rental vehicle or the personal vehicle reimbursement amount as determined by the trip optimizer.

- A. Vicinity mileage may be claimed, but it must be listed separately on the TR-1 form.
  - B. The College will not be responsible for the following items when private vehicles are used:
    - 1. Fines
    - 2. Parking Tickets
    - 3. Other costs involved in any law violations
  - C. Travelers using private vehicles are responsible for:
    - 1. Gasoline Purchases
    - 2. Repairs
    - 3. Maintenance
- XII. The Office of Risk Management requires that all traffic violations while on College business be reported to the President.
- XIII. When airline travel is required, the traveler must utilize coach accommodations and should attempt to utilize discount air fares.
- A. The individual will make travel arrangements and purchase tickets. If he/she wishes that these charges be billed directly to the College or charged to the College's credit card, he/she must enter a purchase order for the charges being made.
  - B. Individuals may make their travel arrangements only after having their travel approved.
  - C. To be reimbursed for travel, the traveler must complete a TR-1 form supported by receipts and submit it to the Business Office Travel Supervisor.
  - D. The Official Station for any traveler who lives in El Dorado will be El Dorado.
  - E. Travelers who live outside El Dorado should contact the Business Office to determine the Official Station to be listed since special travel regulations apply.
- XIV. All reimbursements for a fiscal year will be submitted no later than 30 days after the approved travel is completed. Extensions to the 30 day rule for submission of the travel report (TR-1) must be approved by the Travel Administrator (President). Any travel between June 15 and June 30 should be submitted within two business days after return to work. No reimbursement of travel will be processed after July 15 of a new fiscal year for the previous fiscal year.
- XV. Each traveler, regardless of whether they are requesting reimbursement or traveling with another employee, should have their own individual travel authorization submitted and approved prior to departure.

- XVI. Between campuses, in town, local vicinity travel or clinical travel should have an approved travel authorization in order to claim reimbursement. If this is done on a routine basis, a blanket travel request by month, semester or year can be considered.
- XVII. A travel authorization is required prior to travel to be considered for reimbursement. In no case, should a traveler leave their workplace without an official approval by the travel administrator before departure. Entry of a requisition does not constitute approval.