Office of the Associate Chief Financial Officer

The mission of the Associate Chief Financial Officer's Office is to provide accurate and timely financial reporting to our internal and external stakeholders, provide accounting guidance and support to campus departments, provide timely and accurate payments of university funds to our vendors, and ensure the payments are consistent with the University guidelines of the State of Arkansas' financial regulations.

- Office of Security Administration
  - Pre-Security Requirements
  - Security
  - VPAT-Technology Accessibility
  - Tips and Troubleshooting
  - Training Guides & Information
- Travel Services
  - Travel Deadlines
  - Training and FAQs for Travel
  - Travel Process Check List
  - Travel Cards
  - Transportation
  - Lodging
  - Meals
  - Advances
  - Student Group Travel
  - International Travel
  - Miscellaneous Expenses
  - Operating Procedures
- Accounts Payable

- Property Accounting
- Travel Cards
- Reports
- Finance Forms

Office of Security Administration

The Office of Security Administration partners with staff across the Division of Finance and Administration to develop and support processes that strengthen internal controls, ensure compliance, promote best practices in higher education, and enhance overall efficiency and effectiveness. To contact the Office of Operational Excellence, send an email to cpi-security@astate.edu.

Office of Security Administration

Pre-Security Requirements

All employees are required to complete the following courses in the **Employee Learn Center** module within their first 30 days of employment.

- Child Maltreatment
- Title IX (Sexual Discrimination)
- Privacy and Security
- FERPA

Once the required training module has been completed, the appropriate security request form may be submitted.

Office of Security Administration

Security

Banner Access Security Form Utilized for finance initiator/approvers, supervisors and leave/time approvers and their proxies, travel and expense, and student accounts receivable access. Please contact cpi-security@astate.edu for further assistance with Finance and Travel security.

Banner Student Security – Maintained by the Registrar's Office for Banner Student module access. FERPA training is required for employees who request access to student information. Please contact registrar@astate.edu for further assistance with Banner Student security.

Non-Employee Sponsored Account– Submitted by an Employee who is sponsoring a non-employee/privatized employee for an A-State account and/or system access. Any individual who is not paid by the University and needs access must be set up through this process.

Office of Security Administration

VPAT-Technology Accessibility

When purchasing web or other IT products, departments must ensure that they are accessible to everyone, including users with disabilities.

The State of Arkansas is required to comply with the provisions of Arkansas Code Annotated §25-26-201 et seq., as amended by Act 308 of 2013 and the Government-wide Section 508 Accessibility Program prior to procuring a technology product or when soliciting the development of such a product. Arkansas Code §25-26-201 expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds.

Departments are responsible for obtaining a Voluntary Product Accessibility Template (VPAT®) from the vendor and submitting the required documentation for review prior to the procurement of such technology.

VPAT Review Process

VPAT® (Voluntary Product Accessibility Template) is a template used to document a product's conformance with accessibility standards and guidelines.

- **For web-based products**, the accepted VPAT® is the current WCAG Edition made available from the Information Technology Industry Council

- **For other products**, the accepted VPAT® is the current Revised Section 508 Edition available from the Information Technology Industry Council

When requesting a quote for a technology purchase please ask the vendor if they have a VPAT® or if they are willing to complete one. If they cannot, the process can continue, but it is recommended that an alternative vendor and/or product be sought. You can also try doing a web search for the terms "508" or "VPAT" along with the product and/or vendor name as many manufacturers publish these documents to their websites.

First, review the VPAT® and if "Partially Supports" or "Does Not Support" appears in the column then the product is not fully accessible. Ask the vendor for a remediation road map if this is the case.

Second, a basic accessibility evaluation consists of testing out usage of the product with keyboard-only navigation and compatibility with screen reading software. Tools to complete this can be found in #3.

One of the following checklists can be completed, with optimum effort, to aid in the overall VPAT® evaluation:

- Software Accessibility Checklist
- Web Accessibility Checklist

For assistance in completing these checklists, please contact Marcus Carlton at **972-2011** or vpat@astate.edu.

In order for our office to evaluate, we must have a demo or trial version of the product. Simply provide a link and/or provide any login credentials for the demo and send to vpat@astate.edu.

The following resources can be used to assist in completion of VPAT® testing:

Screen Readers

- Desktop Software, Web Sites, or Web Services: JAWS, NVDA, Apple Voiceover
- Mobile software: Android Accessibility for Android or Voiceover for iOS are default programs

Keyboard

- Windows shortcuts
- Mac shortcuts

Magnifiers

- Windows magnifiers
- Mac zoom

Site Scans

- Use WAVE (Web Accessibility Evaluation Tool) to scan web sites for accessibility flaws

Testing Tools for Web

- ANDI (Accessible Name & Description Inspector)
  - free open-source bookmarklet, which means that the tool does not require installation as a plugin and can be added to multiple browsers as a bookmark. Install ANDI
- Color Contrast Analyzer (CCA)
  - free open-source tool that displays the contrast ratio for two selected colors. CCA is used to inspect color contrast when contrast cannot be programmatically identified by ANDI.
    - CCA 2.5 for Windows

    - CCA 2.4 for macOS

The Technology Accessibility Overview Form should be completed for every VPAT® evaluation request. The form asks details such as requestor information, technology details, and contains the approval signature. It is used to provide details that may aid in the overall evaluation. Once completed, a copy of the form will be automatically sent to our office.

Submit all VPATs and other documents, as well as the information to download or log into a demo to vpat@astate.edu or hand deliver the documents to the Administration Building - Office of Finance, Attention: George Hannah or Marcus Carlton.

Once the product has been approved for accessibility and other criteria met, the department may submit a Banner requisition to Procurement Services.

- Once the product has been approved for accessibility and other criteria met, the department may submit a Banner requisition to Procurement Services.
- **All technology purchases must have an ASU_ITS_Security Questionnaire completed by the vendor or on file before the purchase can be made. Contact the Information Technology Security team for questions and to submit.**
- **For all types of technology, Pcard usage must be approved by Procurement Services before the purchase can be made.**
-

Office of Security Administration

Tips and Troubleshooting

BROWSER

For each browser(s) used, follow the steps below to resolve common issues. It is recommended that the computer be restarted following any changes.

SETTING THE BROWSER TO CLEAR CACHE WHEN CLOSING

Chrome:

1. Open the Chrome browser.
2. Open the Chrome Toolbar (3 lines to the right of the URL window) and then select **Settings.**
3. Select **Show advanced settings....**
4. Click the **Content Settings button** located under the Privacy section.
5. Under the first section labeled Cookies, select **Keep local data only until you quit your browser.**
6. Click **Done.**

Firefox:

1. At the top of the Firefox window, click the Firefox button and then select **Options**.
2. Select the Privacy panel**.**
3. In the *History* section, set **Firefox will**: to **Use custom settings for history**.
4. Select the checkbox for **Clear history when Firefox closes**.
5. Click the **Settings**...button. The Settings for Clearing History window will open.
6. In the Settings for Clearing History window, click the checkmark box next to **Cache**.
7. Click **OK**.

Internet Explorer:

1. Open the IE browser.
2. Click **Tools > Internet Options > Advanced** tab.
3. Scroll down to the Security section and then check the box: **Empty Temporary Internet Files folder when browser is closed**.
4. Click **OK**.

ALLOWING POP-UPS IN BROWSERS

Chrome:

1. To the far right of the address bar click the ellipsis.
2. At the bottom of the **Settings** page click **Advanced**.
3. Under the Privacy and Security section click **Content Settings** > **Pop-ups and redirects.**
4. Enable or disable the slider to block or allow all pop-ups. Additionally specific sites can be blocked or allowed.

Firefox:

1. To the far right of the address bar click the Open Menu icon.
2. Click **Options**.
3. Click **Privacy and Security** from the menu and under Permissions, either check or uncheck the box labeled "Block pop-up windows."

Safari:

1. Click **Safari** on the menu followed by **Preferences**.
2. Click the **Security** tab.
3. Either check or uncheck the "Block pop-up windows" field.
4. To allow website exceptions use a supporting browser such as Chrome or Firefox.
5. Alternatively, **Shift** + **Command** + **K**.

Internet Explorer:

1. To the far right of the address bar click the gear icon.
2. Click **Internet Options**.
3. Select the **Privacy** tab and either check or uncheck the "Turn on Pop-up Blocker" field. Click **Apply**.

Edge:

1. To the far right of the address bar click the ellipsis.
2. Click **Settings**.
3. Under the Advanced Settings section click the "**View Advanced Settings**" button.
4. Use the **Block pop-ups** slider to make changes.

OPENING A PRIVATE BROWSING WINDOW

Chrome:

1. To the far right of the address bar click the ellipsis.
2. Click **New Incognito Window** (**Ctrl** + **Shift** + **N**).
3. To end private browsing close the open window and click the ellipsis > **New Window** (**Ctrl** + **N**).

Firefox:

1. Click the Open Menu icon to the far right of the address bar.
2. Click **New Private Window** (**Ctrl** + **Shift** + **P**).
3. To end private browsing close the open window and click the Open Menu icon > **New Window** (**Ctrl** + **N**).

Safari:

1. Click the **File** Menu, then click **New Private Window** (**Command** + **Shift** + **N**).
2. To end private browsing close the open window and click **File** > **New Window** (**Command** + **N**).

Internet Explorer:

1. To the far right of the address bar click the gear icon.
2. Click **Safety** > **InPrivate Browsing** (**Ctrl** + **Shift** + **P**).
3. To end private browsing simply close the open window (**Ctrl** + **N**).

Edge:

1. To the far right of the address bar click the ellipsis.
2. Click **New InPrivate Window** (**Ctrl** + **Shift** + **P**).
3. To end private browsing close the open window and click the ellipsis > **New Window** (**Ctrl** + **N**).

RESETTING BROWSERS

In the event that common web browser troubleshooting is not helpful, a browser reset may be required. Please keep in mind that resetting the browser will revert all startup tabs, homepages, content settings, and all other customized preferences back to their installation defaults. It is recommended that the computer be restarted following any changes.

Chrome:

1. To the far right of the address bar click the ellipsis.
2. Click **Settings**
3. At the bottom of the **Settings** page click **Advanced**.
4. Under the Reset and clean up section click "**Restore settings to their original defaults**."

Firefox:

1. To the far right of the address bar click the Open Menu icon.
2. Click **Help** > **Troubleshooting Information**.
3. In the top right of the newly opened window click the **Refresh Firefox** button and confirm the reset.

Safari:

1. Click **Safari** on the menu followed by **Preferences**.
2. Click the **Privacy** tab.
3. Click "**Remove All Website Data**" and select **Remove Now**.

Internet Explorer:

1. To the far right of the address bar click the gear icon.
2. Click **Internet Options**.
3. Select the Advanced tab and click **Reset** under Reset Internet Explorer settings.
4. Ensure that the **Delete personal settings** box is checked and click **Reset**.

Edge:

1. To the far right of the address bar click the ellipsis.
2. Click **Settings**.
3. Under the Clear browsing data section click the "**Choose what to clear**" button.
4. Ensure that all boxes are checked and click **Clear**.

Chrome:

1. To the far right of the address bar click the ellipsis.
2. Click **Settings.**
3. At the bottom of the **Settings** page click **Advanced.**
4. Under the Privacy and Security section click **Clear browsing data.**
5. Ensure that all desired check boxes are marked for deletion and click **Clear data.**
6. Alternatively, **Shift** + **Ctrl** + **Delete** > **Clear data.**

Firefox:

1. To the far right of the address bar click the Open Menu icon.
2. Click **Options.**
3. Click **Privacy & Security** from the menu and click **Clear data** and **Clear history** under their respective sections. Ensure that desired boxes are checked before clearing.

Safari:

1. Click **Safari** on the menu followed by **Preferences.**
2. Click the **Privacy** tab.
3. Click **Manage Website Data** > **Remove all.**
4. Alternatively, **Command** + **Option** + **E.**

Internet Explorer:

1. To the far right of the address bar click the gear icon.
2. Click **Internet Options**.
3. Select the **General** tab and click **Delete** under Browsing History. Ensure that the desired boxes are checked before deleting.
4. Click **Apply**.
5. Alternatively, **Ctrl** + **Shift** + **Delete.**

Edge:

1. To the far right of the address bar click the ellipsis.
2. Click **Settings**.
3. Click the **Choose What to Clear** button under Clear Browsing Data. Ensure that the desired boxes are checked before clearing.
4. Alternatively, **Ctrl** + **Shift** + **Delete.**

Office of Security Administration

Training Guides & Information

Required Trainings

The following trainings are required for **all employees** and should be completed within 30 days of hire:

- FERPA
- Child Maltreatment
- Title IX
- Data Privacy and Security

Access these trainings through the Employee Learn Center in Pack Portal Contact Cathy Naylor (8079) for help and questions.

Most of our training content can now be found in the Employee Learn Center.

General Training

The Course Catalog and Find Learning pages of the Employee Learn Center can direct you to the many courses available to you.

Other general training options for the campus are listed below. Many campus service areas are available for departmental trainings upon request.

Training Topic	Access/Contact	Additional Information
Access and Institutional Engagement	Dr. Carlitta Moore	Introductory Video
Access and Accommodation Services	Dominique White	Introductory Video
Multicultural Affairs	Dr. Latika Johnson	Available for Departmental Trainings upon request
CPR Class	Spencer Bradley	Fees apply
Slow Moving Vehicle Safety	Learn Center	Required for all golf cart users

Recommended Training By Position

Click the contact name to let them know you plan to attend their scheduled training or to request a training session.

Administrative Specialist / Analyst and Fiscal Support positions may need some combination of the following trainings

Topic	Schedule	Location	Access/Contact
Banner Budget	Fourth Thursday of the month 9:00-12:00	Admin Building, Conference Room A	Janet Moore
Banner Finance			Learn Center - Banner and SSB9 Catalogs
Banner Student Module Training (Academic Units)	Every Wednesday 10:00 AM	Via Zoom	Jesse Blankenship
Banner Procurement (Guidelines, Requisitions, Receiving)	by request		Mike Smith / Learn Center
EPAF (Payroll, Electronic Personnel Action Form)	Second Thursday of the month 2:00 - 4:00	Admin Building, Conference Room A	Angela Gibson
P-Card Reconciliation (Concur)	by request		Mike Smith / Learn Center
Sponsored Program Accounting (Grants)	by request		Sponsored Programs

Taleo Admin Training (Hiring Process)	First Thursday of the month 3:00 - 4:00	Admin Building, Conference Room A	Kristin Carson
Travel (Concur)	by request		Billy Hogue / Learn Center

Faculty and Adjunct positions may need some combination of the following trainings:

Training Topic	Access/Contact
Banner Finance (If managing/approving a budget)	Learn Center - Banner and SSB9 Catalogs
Banner Student	Registrar's Office
Travel (Concur)	Billy Hogue / Learn Center
Sponsored Program Accounting (Grants)	Sponsored Programs
New Faculty Orientation	Learn Center
Faculty Professional Development and Training Guides	CETL

Facilities Management positions may need some combination of the following trainings:

Training Topic	Access/Contact
Fork Lift Safety	Learn Center
Slow Moving Vehicle Safety	Learn Center
Other Health/Safety Trainings	Learn Center

CONTACT TRAINING & DEVELOPMENT

Cathy Naylor
Phone: 870-680-8079

Travel Services

Travel Services is dedicated to providing information on travel policies and procedures to the faculty, staff, and students of Arkansas State University.

New to A-State or want a refresher?
Complete training videos in Taleo Learn
Review the Travel Process Check List for an overview of what to do before, during, and after a trip.
Review the Travel Procedures Overview for an overview of our Operating Procedures.
Review the training materials in the Concur Training Guide and Concur Quick Guide attachments.

Contact travel@astate.edu for additional help.

Travel Deadlines

Reimbursements for Out-of-Pocket Expenses

Expense reports to reimburse a traveler for out-of-pocket expenses must be completed and approved by Travel Services within 15 working days after the trip ends. Reimbursement will be denied past this deadline.

Travel Advances

Repayment of travel advances and the associated expense report must be completed and approved by Travel Services within 15 working days after the trip ends. Failure to meet this deadline will result in denial of advances for future travel.

Travel Card Deadline

Certain charges are made prior to a trip, such as airfare and conference registration fees,
and could be in Concur months in advance. Once these charges are in Concur, an expense report must be completed and approved by Travel Services within 15 working days of
posting even though the trip has not occurred yet. It is critical for these expenses to post in Banner for the following reasons:

- The University pays the credit card bill as soon as the monthly billing cycle ends. The associated expenses should post in Banner around the same time to avoid excessive reconciliation issues.
- Travel expenses in Concur are not encumbered in Banner. Timely submission prevents a department from possibly overspending their budget.
- Allows for accurate financial reporting of travel related expenses to date.

A final expense report must be completed and approved by Travel Services within 15 working days after the trip ends to account for remaining charges made while traveling. Failure to meet these deadlines will result in suspension of the T-Card or revocation of card privileges.

Department Card Deadlines

Department Card statement reports are completed on a monthly basis to coincide with the billing cycle that ends on the 15th of each month. Travel Services will send an email to Department Card custodians at the end of each billing cycle with the deadlines for submission and approval.

Travel Services

Training and FAQs for Travel

Travel Services offers regular training sessions every Tuesday at 10 a.m., but space is limited. If you would like to attend training or if you have any questions, please contact Travel Services at travel@AState.edu or ext. 3903.

Is my trip considered international travel?

A trip is considered international if it is outside the 48 contiguous states. Contiguous means that the states are touching. So international travel would include Alaska and Hawaii.

What is the current mileage rate that I will be reimbursed?

As a state entity we are subject to the same mileage rate amount as the state. The current mileage rate is $0.52, effective 01/01/2025.

What do I do about my trip being postponed and the Travel Request is already approved?

If your supervisor still approves of you going at the rescheduled time...

- Request that the postponement information be attached to your Travel Request by sending an email to travel@AState.edu with the information from the conference/trip organizers. If you have an email from the conference/trip organizers you can forward that instead of sending a separate email.
- Once the trip occurs, correct the dates on the Expense Report and enter a brief explanation in Additional Information about the trip being postponed.

If you will not be able to attend at the rescheduled time and there are no card transactions for the trip...

- Request that the Cancellation of Travel form be attached to your Travel Request by sending the completed form to travel@ASate.edu.
- In Concur, go to your Manage Requests page by clicking on the Requests button at the top of the page.
- Select the Travel Request from the list of Active Requests.
- Click the "Close/Inactive Request" button, then click "OK" on the pop-up message.

If you will not be able to attend at the rescheduled time and there are card transactions for the trip...

- In Concur, create the Expense Report to reconcile the card transactions. (see the other FAQ topics for what additional steps need to be taken)
- Enter a brief explanation in Additional Information about the trip being postponed and that you are unable to attend at the rescheduled time.

How do travelers add their own delegates?

Travelers can add their Delegate(s) by following these instructions:

- Click on Profile then the Profile Settings link
- Select “Expense Delegate” from the Profile Options
- In the Delegates tab click the “Add” button
- Enter the Delegate’s last name, email address, or user name (first part of email before @)
- Select the Delegate from the search results and the record should populate in the bottom section
- Check the “Can Prepare” and “Receives Emails” boxes
- Click Save Repeat steps 3 through 7 for additional Delegates

My travel has been canceled, what should we do?

Contact the businesses you've made reservations and arrangements with, such as hotels, conference organizers, and airlines.

If there are card transactions associated with the trip, complete the Cancellation of Travel form and attach it to the transactions in the Expense Report.

If there were no card transactions associated with the trip, go into the Travel Request and click the "Close/Inactivate Request" button. Complete the Cancellation of Travel form and email it to Travel Services.

Will my airfare be refunded if I purchased it with personal funds?

The university is not allowed to reimburse any travel expenses until after the trip has occurred. Since the travel has been canceled we will not be reimbursing airfare that was purchased with personal funds. However, any credits received from the airline that are used for university business in the future we will reimburse at that point. If the credits are used for personal travel we will not reimburse the airfare.

Credits/Voucher from the airline:

- Used for future university business = funds will reimbursed after that future trip
- Used for personal travel = funds will **NOT** be reimbursed

What should we do about airfare purchased on my T-Card or the Department Card?

Each department must develop a standard for maintaining all airfare credits/vouchers to ensure that they are used for university business.

- The credit/voucher **MUST** be used for future university business travel
- Most airlines will provide a credit or voucher for future travel (generally within 12 months)
- Some airlines may charge a cancellation fee that will be applied to the card

In Concur:

- The airfare transaction and any cancellation fees will still need to be reconciled on a Expense Report
- As part of the documentation please attach the Cancellation of Travel form

What should we do about conference registration purchased on my T-Card or the Dept Card?

Conference Registration Cancellations:

- Find out if the registration can be refunded
- Find out if there will be a cancellation fee

In Concur:

- The refund will need to be reconciled in Concur on a Expense Report
- As part of the documentation please attach the Cancellation of Travel form to the transaction

What should we do about hotel reservations made on my T-Card or the Department Card?

Hotel Reservation Cancellations:

- If you had to pay a hotel deposit, determine with them if a full refund can be obtained
- Find out if there will be a cancellation fee

In Concur:

- The credits from a deposit refund or cancellation fees will need to be reconciled in Concur on a Expense Report
- As part of the documentation please attach the Cancellation of Travel form to the transaction

Travel Services

Travel Process Check List

Failure to obtain approval for any of these circumstances could result in the traveler being responsible for all travel expenses.

BEFORE YOU TRAVEL....

- The traveler must be approved to travel before any reservations are made.
- Has the traveler completed the Travel Request in Concur?
- Is the traveler approved to drive? If not, complete the VSP forms For more information, call 972-2817.
- To request a rental car, submit the Vehicle Requisition Form. For more information, call 972-3903.
- Contact your automobile insurance agent to confirm if “business use” coverage is required if driving your personal vehicle.
- Is the traveler driving more than 100 miles round trip? If so, complete the Trip Optimizer and attach to the Travel Request.
- Use the daily meal allowances on the GSA site for your destination to determine per diem.
- Use Google Maps or the Mileage Log if your destination is not available on the mileage chart. Upload the proof of mileage to the Travel Request.
- When a Travel Advance is needed, request the Advance when submitting the Travel Request in Concur. The advance request must be submitted to Travel Services **TEN** days prior to the trip start date.
- When using a Department Card for hotel reservations, contact the hotel to see if a credit authorization form is needed.

DURING YOUR TRIP....

- **Itemized receipts are required for**
  - **Student Meals**
  - **Official Function Meals(generally non-travel)**
  - **All other travel expenses.(lodging, transportation, registrations, etc.)**
    Failure to do so could result in not being reimbursed the expense or having to pay the department back for a T-Card or Department Card charge.

- Write meal tip amount on the meal receipt.
- Obtain “zero balance” hotel bill upon check-out.
- No expenses for meals or lodging will be allowing within the city or town of the employee's "official station" unless prior approval is given. The "Official Station" is the geographic location where the employee normally reports for duty

Student Groups

- All itemized receipts must be obtained for student groups **including** meal receipts.
- Students must sign a log if cash is received for meals. The log will serve as a receipt for reimbursement and should be uploaded to the Expense Report.

WHEN YOU RETURN....

- Submit an Expense Report in Concur.
- Update the expense information for each transaction.
- While receipts are no longer required for individual meals, employees should be aware of the following:
  - **Claim only your actual meal expenses**, up to the applicable per diem.
  - Do not claim the maximum per diem unless those costs were actually incurred.
  - The final reimbursement amount is at the **department’s discretion**.
  - While not required, you are encouraged to retain itemized receipts in case they are requested by management or, if traveling on a grant, by the sponsor.
- Upload the required receipts/proof of payment, conference schedule, etc. to the Expense Report. Tape small receipts securely to a piece of paper for scanning. Please do not tape over the print or highlight on the receipt.
- One employee MAY NOT include the expenses of another employee on his/her expense report.
- Include non-reimbursable expenses on the traveler's Expense Report to see a true picture of the cost of the trip.
- For international travel, use the currency converter built into Concur.
- Any portion of a travel advance that was not used must be paid back to the University immediately.
- The Expense Report must be submitted and completely approved by Travel Services within 15 working days after the trip ends. Failure to meet this deadline will result in denial of reimbursement and/or suspension of the employee's travel card.

View the Operating Procedures for more information.

Travel Cards

What is a T-Card?

The State Travel Card, also known as the T-Card, is a credit card that full-time employees use for travel expenses on official business for Arkansas State University. The T-Card program is designed to help better manage official business travel.

What is a Departmental Card?

The State Departmental Card, is a department travel card used for individuals or groups traveling on official business for Arkansas State University. The card is in the name of the department. This card may also be used for guests of the university such as recruits, speakers, or candidates.

Travel Cards Program Guide

How to Obtain a T-Card or Departmental Card.

- Fill out the T-Card or Department Card application.
- Get all the necessary signatures on the application and deliver to the Travel Card Coordinator in Accounts Payable/Travel Services. Do **not** send the application through campus mail.
- New cardholders must complete a training video and pass a quiz before the Travel Card Coordinator releases the card. Training videos are available through Taleo Learn.
- If the department already has a card, contact the Travel Card Coordinator to transfer the card to a new custodian.

Unallowable Purchase

If a T-Card or Department Card is used to make a purchase that is not allowable, the cardholder is personally responsible for paying back the university. Please contact Travel Services for the appropriate Marketplace link for the repayment.

Transportation

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. Travel Method of Transportation

AIR TRAVEL

- Reimbursement for out of state travel will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage
- Commercial flight tickets shall be by regular coach in the main cabin of the air craft. No up-charges, comfort seating, or early check-ins of any kind are allowed. If additional charges are incurred it will be at the traveler's expense.
- Commercial airline reservations are the responsibility of the traveler and should be purchased at least 14 days prior to travel if possible.
- **Airline tickets purchased with less than a 14 day advance shall be explained and approved in writing by the Dean and Vice Chancellor and attached to the Travel Request or Expense Report.**
- Departments may pay or reimburse the traveler for the standard fee of the first checked bag. Surcharges for overweight bags will be at the traveler's expense. 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 in and attached to the Travel Request or Expense Report
- Charges for commercial airfare should be billed to the University through a local travel agency or charged to the traveler's T-Card or the Department Card. **Always be aware of the airline or booking agencies cancellation procedures and fees.**
- Basic Flight(trip) insurance offered by the airline on round trip commercial airline tickets **of $1,000 or more is allowable**. The insurance should cover the cost of the ticket in the event of flight cancellations or delays caused by weather conditions, mid-flight diversions that force arrival at a different airport, or unexpected injury or illness that prohibits travel.

FUEL REIMBURSEMENT

Fuel reimbursements are allowed when renting a vehicle. An itemized receipt detailing the number of gallons purchased and the price per gallon is required for reimbursement and/or reconciling T-Card transactions. Do not pre-pay for fuel

Fuel reimbursement is not allowed on personal vehicles, see personal vehicle and mileage.

GROUND TRANSPORTATION AND PARKING

Expenses are allowed for miscellaneous transportation and related expenses such as taxi, Uber, Lyft, shuttles or parking expenses. Long-term parking is encouraged.

- Receipts are required.
- Tips are not allowed unless required and printed on the receipt.
- Valet parking is not allowed unless it is the only option available.

PERSONAL VEHICLE AND MILEAGE

Mileage Reimbursement

In order to be reimbursed mileage on your personal vehicle, you must be approved to drive and adhere to the following procedures. To determine if the traveler is approved to drive contact Sandra Bramblett at extension 2817.

- 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. The State will reimburse for official miles driven only.
- Should a traveler elect to use a personal vehicle 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 the University (see Trip Optimizer for comparison).

- For Expense Report purposes, to determine the most cost effective means for vehicle travel, Trip Optimizer is required only if the 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.**
- Determine allowable mileage or use Google Maps or the Mileage Log if your destination is not available on the mileage chart.
- In the event two or more authorized persons travel in the same vehicle, only one traveler may claim mileage reimbursement.
- Upload the proof of mileage or utilize the Mileage Calculator on the Personal Car Mileage Expense Type in Concur.
- The State assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the operator of the vehicle while on official business for the State.

Personal Vehicle

Personal Vehicles and Insurance Coverage - Employees should be aware that when using personal vehicles on state business, their personal automobile insurance is the primary coverage. It is the responsibility of the employee to contact their insurance agent to confirm if "business use" coverage is required. In no circumstance does the State of Arkansas insurance contract provide physical damage coverage for personal vehicles.

Accidents and Traffic Violations - Drivers must report ALL accidents and traffic violations, while operating a State vehicle and/or driving on State business in ANY vehicle, immediately to Motor Pool 680-4852. However, the driver must report all accidents in state vehicles immediately to the claims office listed below if Motor Pool is closed.

Bancorp South Insurance Services
Monday through Friday 8:00 am to 4:00 pm Accident and Claims Reporting:
501-664-7705

After hours accident and claims reporting:
501-664-9252

RENTAL CARS

Contact: Misty Adams: 870-972-2729 Fleet Rentals: 870-680-4733

PROCESS

- A-State employees should use the Enterprise vehicle rental contract when it is more economical.
- Review the Rental Best Practices document.
- Review the operating procedure for the Motor Vehicle Safety Program. Complete the Vehicle Safety Forms to become an approved driver, attach a copy of your Driver's License, and hand deliver to Business Services and Risk Management, or share the completed form and a copy of your driver's license thru one drive. **Do not send this through campus mail.**
- The VSP forms are part of the hiring packet for full time new hires.
- Complete the Vehicle Requisition Form and email to rentalcars@astate.edu. **Do not send this through campus mail. This form should be submitted at least 3 days prior to pick up. Forms received after 3:00pm may not be processed until the following day.**
- The university does not make rental car arrangements for guests of state. Guests of state will be required to make their own rental vehicle arrangements and can be reimbursed for their out of pocket expenses via requisition.

ENTERPRISE RENTAL RATES

Class	Daily	Airport One-Way Daily
Economy/Compact	$40.40	$88.88
Intermediate	$40.40	$88.88
Standard	$42.42	$88.88
Full-size	$44.44	$88.88
Premium	$92.92	$92.92
Luxury	$95.95	$95.95
Minivan	$76.00	$76.00
Compact SUV	$49.49	$49.49
Intermediate SUV	$55.55	$55.55

Standard SUV	$72.46	$72.46
Full-size SUV	$95.95	$95.95
Premium SUV	$106.95	$106.95
Full size Pickup Truck	$126.22	N/A
Standard Hybrid	$57.57	N/A
Full Size Hybrid	$59.59	N/A
Intermediate Electric	$57.57	N/A
Luxury Electric	$85.85	N/A
Jeep	$76.00	N/A
Crossover	$76.00	N/A
Convertible	$92.92	N/A
12 Passenger Van	135.85	N/A
15 Passenger Van	$155.89	N/A

Mileage Charges: Economy through Intermediate vehicle classes include unlimited free miles per day and per week, and unlimited free miles per month, as applicable.

Taxes: Add 8.5% sales tax and 13.5% vehicle rental tax to rates above for total cost. Trip Optimizer includes taxes automatically.

CLINE TOURS INFO

Arkansas State University is pleased to announce a contract with Cline Tours for the University's needs in Motor Coach Transportation Services.

Contact:
Frankie Bearden
1-800-233-5307

www.clinetours.com

VEHICLES USED FOR UNIVERSITY BUSINESS

Accidents and Traffic Violations: Drivers must report all accidents that occur on university business in any vehicle to local law enforcement while still at the scene, and if in a rental to the rental company. As soon as possible accidents and traffic violations must also be reported to your immediate supervisor and to **Travel Services** at 870-972-3903.

Enterprise - 1-800-307-6666

Personal Auto Insurance: Employees be aware - when using personal vehicles on university business, your personal auto insurance is primary. It is your responsibility to contact your insurance agent to confirm if "business use" coverage is needed. In no circumstance does the university's auto policy provide physical damage coverage for your vehicle.

Lodging

- Reimbursement for lodging is limited to the single room rate. The maximum daily allowance will be limited to the federal per diem rate depending on the location for both in state and out of state travel. Room taxes are not included in the federal per diem rate and may be claimed for reimbursement
- If a room is occupied by more than one person, the single room rate must be noted on the receipt
- When two or more employees share the same room, the total claimed for reimbursement must not exceed the total paid for the room
- Traveler must obtain an itemized receipt showing a $0 balance and receipt must be in the traveler's name in order to receive reimbursement
- Reimbursement for other types of lodging is allowed if a benefit to the state can be shown. This would include non-conventional lodging such as rentals obtained through an online marketplace, bed and breakfast, or recreational vehicles(trailer/camper)
- If obtaining a non-traditional rental through an online marketplace, documentation must be submitted breaking down the cost per traveler. In addition, reasonable cleaning charges may be allowed IF, when added to the cost of the rental, would not cause the amount to exceed lodging costs listed in the Federal Travel Directory for the destination.
- Use of a recreational vehicle(trailer/camper) is allowable, provided that the cost of parking fees, connection, use and disconnection fees for utilities, electricity, gas, water, sewer, and dumping fees do not exceed lodging costs listed in the Federal Travel Directory for the destination.

NON-EMPLOYEES/GUESTS

GUESTS OF STATE

- Volunteer - a non-employee who donates time for activities or services to Arkansas State University receiving no compensation.
- Official Guest - a person designated by the System or campus chief executive officer or designee as representatives of Arkansas State University for any specific event.
- Candidates and Recruits - a person brought in for a job interview or recruiting endeavor

A Guest of State may be allowed reimbursement for actual expenses for meals, lodging, transportation and incidental expenses when submitted on a requisition with appropriate backup. Backup should include a written explanation of the activities by the administrative head, or designee of the agency, actual itemized receipts and zero balance hotel bill.

Embassy Suites Hotel Room Procedures

The below procedures are for booking hotel rooms for Guests of State. Booking for meeting space and/or food service should follow current Procurement procedures and be requisitioned from the department's FOAP prior to the date of the event.

- Hotel reservations for Guests of State may be booked by the preferred method of a Department Card or by requesting a direct billing from Embassy Suites.
- Embassy Suites offers a special rate for A-State; if booking online go to www.embassysuites.com/ and under 'special rates' enter our code in the 'corporate account' field. Please contact Travel Services for the code.
- If a department chooses direct billing, contact the Sales Administrator at 870-619-4482.
- Embassy Suites will send an invoice to the department responsible for the reservation.
- Invoices from Embassy Suites will be sent on a monthly basis after the hotel stay.
- Departments are responsible for entering a 'Payment' requisition to pay the invoice.

Other Local Hotels

This is a list of other local Jonesboro hotels that may give a A-State or State rate:

- Baymont - may give a State rate, call and ask before booking online
- Best Western
- Candlewood Suites
- Comfort Inn & Suites
- Courtyard by Marriott (across from NEA Baptist hospital) - Ask for A-State Business rate
- Days Inn
- Fairfield - Ask for A-State rate
- Hampton Inn
- Hilton Garden Inn
- Lexington

Meals

- The standard maximum per diem rate is $68 (includes taxes and up to 15% tip). Per diem rate may be more depending on location (Please click GSA Site link for specific rates)
- The first and last calendar day of travel is calculated at 75% of the per diem rate. If travel covers a two-day period, then meal reimbursement is up to 75% of the per diem rate
- As of 9/1/2025, receipts are no longer required for individual meal reimbursements. However, employees should be aware of the following:
  - **Claim only your actual meal expenses**, up to the applicable per diem.
  - Do not claim the maximum per diem unless those costs were actually incurred.
  - The final reimbursement amount is at the **department's discretion**.
  - While not required, you are encouraged to retain itemized receipts in case they are requested by management or, if traveling on a grant, by the sponsor.
- Overnight lodging must accompany any meal reimbursement. Special authorization to reimburse meals for day travel without an overnight stay may be approved if travelling for more than 10 hours in a single day. Please complete the One Day Meal Reimbursement Form for approval.
- Travelers utilizing nonconventional lodging are allowed to purchase food to be prepared on site provided the cost of the food when divided among the number of travelers, does not exceed the maximum meal allowance per the Federal Travel Directory for the destination.
- Gum and mints are NOT considered meals and will not be reimbursed.
- Tip reimbursement shall not exceed 15%

Advances

Individual Cash Advance Procedures

Travel advances may be obtained for individual travel for full-time employees only. Travelers who fail to follow the requirements below may be refused travel advances for future travel.

- Advances are requested on the Travel Request (Request) which is submitted through the Concur Travel System and approved by the appropriate administrator.
- The Traveler must enter the words “I agree” in the Cash Advance Comments field to acknowledge and agree to the following responsibilities: “Upon receipt of the advance, I will ensure the funds are in a secure location at all times. I will repay any unused advance back to the University in full within 15 working days after completion of the trip”.
- Individual advances are limited to 50% of the meals and approved miscellaneous expenses for trips made within the Continental United States. These estimates are calculated on the Request.
- Travel advances for less than $100.00 are not allowed.
- Travel advances may not be requested for air travel, hotel, or for conference registration fees. Charges for commercial airfare should be billed to the University through a local travel agency or charged to the traveler’s T-Card or a Department Card. Registration fees can be charged to the traveler’s T-Card, a Department Card, or the traveler’s department may submit a requisition for payment of the registration fees directly to the conference.
- Repayment of travel advances must be made in full within 15 working days after completion of the trip. Failure to do so may result in payroll deduction of the advance amount owed. The travel advance is repaid through the submission of expenses on the Expense Report, which must be submitted through Concur and approved by the appropriate administrator.
- The travel advance amount is automatically subtracted from the total of expenses in Concur in order to net the correct amount owed to the traveler.
- If reimbursable expenses do not cover the amount of the travel advance received, the traveler is required to return the balance using Marketplace. (with a personal credit/debit card) Please contact Travel Services for the Marketplace link. Email the receipt, traveler’s name, the Expense Report name, and the Request number to travel@astate.edu. Once travel has cleared the payback in Concur they will email the traveler to submit the Expense Report. Attach the receipt to the Expense Report as well.

Student Group Cash Advance Procedures

Travel advances may be obtained for student groups and team travel by full-time employees only. Travelers who fail to follow the requirements below may be refused travel advances for future travel.

- Advances requests are made on the Travel Request (Request) which is submitted through the Concur Travel System and approved by the appropriate administrator.
- The Traveler must enter the words “I agree” in the Cash Advance Comments field to acknowledge and agree to the following responsibilities: “Upon receipt of the advance, I will ensure the funds are in a secure location at all times. I will repay any unused advance back to the University in full within 15 working days after completion of the trip”.
- The cash advance can only be requested by an authorized full- time faculty or staff member who will be responsible for repayment of the travel advance. If meal money is disbursed to the group, the faculty/staff member is responsible for ensuring each student receiving part of the advance signs a statement indicating the amount of meal money received. This signed statement must be attached to the Expense Report as proof of meal expenses when returning from the trip.
- Advance requests are limited to 90% of the total anticipated travel expenses, less airfare, which are not to be direct billed to the University. These estimates are calculated on the Request.
- Travel advances for less than $100.00 are not allowed.
- Travel advances may not be requested for air travel or for conference registration fees. Charges for commercial airfare should be billed to the University through a local travel agency or charged to the traveler’s T-Card or Department Registration fees can be charged to the traveler’s T-Card, a Department Card, or the department may submit a requisition for payment of the registration fees directly to the conference sponsor.
- Repayment of travel advances must be made in full within 15 working days after completion of the trip. Failure to do so may result in payroll deduction of the advance amount owed. The travel advance is repaid through the submission of expenses on the Expense Report, which must be submitted through Concur and approved by the appropriate administrator.
- The travel advance amount is automatically subtracted from the total of expenses in Concur in order to net the correct amount owed to the traveler.
- If reimbursable expenses do not cover the amount of the travel advance received, the traveler is required to deposit the proper amount owed using Marketplace (with a personal credit/debit card) Email the receipt, traveler’s name, the Expense Report name, and the Request number to travel@astate.edu. Once travel has cleared the payback in Concur they will email the traveler to submit the Expense Report. Attach the receipt to the Expense Report as well.

International Cash Advance Procedures

Travel advances may be obtained for individual travel outside the Continental United States for full-time employees only. Travelers who fail to follow the requirements below may be refused travel advances for future travel.

- Advance requests are made on the Travel Request (Request) which is submitted through the Concur Travel System and approved by the appropriate administrator.
- The Traveler must enter the words “I agree” in the Cash Advance Comments field to acknowledge and agree to the following responsibilities: “Upon receipt of the advance, I will ensure the funds are in a secure location at all times. I will repay any unused advance back to the University in full within 15 working days after completion of the trip”.
- Advance requests are limited to 90% of the total anticipated travel expenses,which are not to be direct billed to the University. These estimates are calculated on the Request.
- Travel advances for less than $100.00 are not allowed.
- Travel advances may not be requested for air travel or for conference registration fees. Charges for commercial airfare should be billed to the University through a local travel agency or charged to the traveler’s T-Card or a Department Registration fees can be charged to the traveler’s T-Card, a Department Card, or the traveler’s department may submit a requisition for payment of the registration fees directly to the conference sponsor.
- Repayment of travel advances must be made in full within 15 working days after completion of the trip. Failure to do so may result in payroll deduction of the advance amount owed. The travel advance is repaid through the submission of expenses on the Expense Report, which must be submitted through Concur and approved by the appropriate administrator.
- The travel advance amount is automatically subtracted from the total of expenses in Concur in order to net the correct amount owed to the traveler.
- If reimbursable expenses do not cover the amount of the travel advance received, the traveler is required to return the balance using Marketplace.(with a personal credit/debit card) Please contact Travel Services for the Marketplace link. Email the receipt, traveler’s name, the Expense Report name, and the Request number to travel@astate.edu. Once travel has cleared the payback in Concur they will email the traveler to submit the Expense Report. Attach the receipt to the Expense Report as well.

Student Group Travel

SPONSORED STUDENT TRAVEL

- The authorized faculty or staff member, known as the sponsor, must obtain prior approval from the department chair or administrator
- The sponsor must receive prior approval for driving by completing the Vehicle Safety forms which must be submitted to the Risk Management Office for processing.
- The sponsor must submit a Travel Request in Concur and attach a student liability waiver form for each student traveling with the group.
- All itemized receipts must be obtained for student groups **including** meal receipts
- Students must sign a log if cash is received for meals. The log will serve as a receipt for reimbursement and should be uploaded to the Expense Report

STATE REGULATION

In accordance with ACA 19-4-904 (d) state supported institutions of higher education may provide travel expenses for a group or number of students who, when accompanied by those who instruct the students in the fundamentals of a competitive sport and direct team strategy, must travel and be recognized as a cohesive unit representing not only their institution, but exemplifying the State of Arkansas in their behavior, attitudes, interests, presentation and conduct. In these circumstances the payment of group travel expenses, including those of students and employees, may be authorized as follows:

Meals and lodging, transportation, entertainment, within reasonable limits, to ease the pressure on students of their objectives, costs of group activities, including gratuities, laundry, cleaning and favors, and other personal expenses to be paid from auxiliary funds not inconsistent with standards, rules, regulations, or prohibitions established by recognized national or state governing associations pertaining to the respective students and employees and the institutions they are representing.

International Travel

International travel request and other documentation required by Export Control must be submitted 45 days prior to the trip. International travel is outside the 50 US states and all US territories.

For details, see the International Travel Knowledge Base page.

Miscellaneous Expenses

MISCELLANEOUS EXPENSES ARE ALLOWED FOR THE FOLLOWING:

- Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties
- Miscellaneous transportation and related expenses such as taxi, Uber, Lyft, shuttles, or parking expenses are allowable expenses. Receipts are required.
- Registration (when not paid in advance) and/or other allowable meeting expenses when necessary to carry out the purpose of the trip

MISCELLANEOUS EXPENSES THAT APPLY ONLY TO STUDENT GROUP TRAVEL:

- Entertainment, within reasonable limits, to ease the pressure on students of their objectives, costs of group activities, including gratuities, laundry, cleaning and favors, and other personal expenses to be paid from auxiliary funds not inconsistent with standards, rules, regulations, or prohibitions established by recognized national or state governing associations pertaining to the respective students and employees and the institutions they are representing

Receipts are required

Travel Services

Operating Procedures

Accounts Payable

The mission of the Accounts Payable/Disbursing office is to provide timely and accurate payments of university funds to our vendors, and ensure the payments are consistent with the University guidelines of the State of Arkansas' financial regulations.

Property Accounting

To request an equipment update/transfer, excess equipment removal, report missing or stolen equipment, equipment trade-in, and equipment donation, please follow these steps:

1. Log into the pack portal. (pack.astate.edu)
2. Submit a request through Helpdesk Tickets.
3. In Helpdesk, click on "Get Started" under the "Submit a Ticket" section.
4. Select the "Property Accounting" category and choose the appropriate service ticket request.
5. Download and complete the attached Excel spreadsheet.
6. Click the red form button to provide additional required information.
7. Attach the completed Excel spreadsheet and submit your request.

To contact Property Accounting, send an email to: propertyaccounting@astate.edu

Property_Accounting_Manual.pdf

Travel Cards

WHAT IS A T-CARD?

The State Travel Card, also known as the T-Card, is a credit card that full-time employees use for travel expenses on official business for Arkansas State University. The T-Card program is designed to help better manage official business travel.

WHAT IS A DEPARTMENTAL CARD?

The State Departmental Card, is a department travel card used for individuals or groups traveling on official business for Arkansas State University. The card is in the name of the department. This card may also be used for guests of the university such as recruits, speakers, or candidates.

Travel Request Guide

HOW TO OBTAIN A T-CARD OR DEPARTMENT CARD?

- Fill out the T-Card or Department Card application.
- Get all the necessary signatures on the application and deliver to the Travel Card Coordinator in Accounts Payable/Travel Services. Do **not** send the application through campus mail.
- New cardholders must complete a training video and pass a quiz before the Travel Card Coordinator releases the card. Training videos are available through Taleo Learn.
- If the department already has a card, contact the Travel Card Coordinator to transfer the card to a new custodian.

Travel Forms

FORMS

- # TRANSPORTATION FORMS

  Trip Optimizer

  Arkansas Official Map Mileage (The Grid)

  Mileage Log

  Vehicle Safety Forms

- LIABILITY AND TAX FORMS

  Student Liability Forms

  Liability Waiver|Consent Form for Students

  Parent|Legal Guardian Liability Waiver Consent Form

  Tax Forms

  W-9 - for U.S. individual Guests of State

  W-8BEN - for Foreign individual Guests of State

  W-8BEN-E - for Foreign business Guests of State

- TRAVEL CARDS FORMS

  Travel Card Application.pdf

  Department Card Application

  Travel Cancellation Form

  Credit Limit Increase Form

  Lost|Stolen|Fraud Form

Reports

Popular Annual Financial Report (PAFR)

2025

Annual Comprehensive Financial Report (ACFR)

2025

2024

2023

2022

2021

Reports outside of the five year range are available upon request. To request a specific year report, please email Myra Goodwin

Legislative Audit Reports

2025

2024

2023

2022

2021

2020

2019

2018

2017

2016

Finance Forms

Direct Pay Invoice

Expense Transfer Form

Interdepartmental Transfer Form

Journal Voucher Form

Journal Voucher Procedures

Vendor Affidavit Form