

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.
- **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.**
- Commercial airline reservations are the responsibility of the traveler and should be purchased at least 14 days prior to travel if possible.
- Departments may pay or reimburse the traveler for the first checked baggage fees 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 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. The itemized receipt is required for reimbursement and/or reconciling T-Card transactions.

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, bus, airport, limousine 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.

- 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 400 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.

To determine if the traveler is approved to drive contact Sandra Bramblett at extension 2817.

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.

Revision #19

Created 2025-09-03 20:03:25 UTC by Marcus Carlton

Updated 2026-08-28 15:48:07 UTC by Marcus Carlton