

## Travel Authorization Form Instructions

Please fill out the Travel Authorization Form online in the excel spreadsheet. The Travel Authorization Form can be found at <https://mycollege.sautech.edu/ICS/Employees/> and clicking on the Travel Authorization Form link in the Business Office section. After you have filled out this form online, look down below the form at the area called “Errors, conflicts or additional steps to be taken”. If there are no comments in this numbered area, the form is ready to be printed. If there are comments in this numbered area, then read the comments carefully and make the necessary corrections or complete the additional steps. When you have resolved the errors and conflicts, and completed any required additional steps, print the form and get the required signatures. Turn the signed form into the office of the **Purchasing Agent**, in the Business Office.

The state of Arkansas travel regulations can be found at: [Arkansas Travel Regulations](#)

The Federal Per Diem rates can be found by clicking on the applicable state at: <http://www.gsa.gov/portal/category/21287>

\*If conference registration includes meals, reimbursement will not be allowed for any claims at the time of those meals.

The current maximum authorized state rate of mileage reimbursement for privately owned vehicles is forty-two (.52) cents per mile.

After completing the travel, a completed **Travel Reimbursement Form** must be submitted to the **Accounts Payable Officer** in the Business Office along with receipts for meals, lodging, registration fees, and miscellaneous items within five working days of return from the trip. **Itemized receipts are required for reimbursement of meals.** (A credit card receipt is not acceptable unless it shows what was ordered) A **Travel Reconciliation Form** must be completed and attached to the Travel Reimbursement Form, if some of the traveler’s expenses were paid directly by SAU Tech via SAU Tech Purchase Order, SAU Tech Ghost Credit Card or SAU Tech Sponsor Credit Card. If the SAU Tech Sponsor Credit Card is used, detail must be provided to the Accounts Payable Officer, as to the breakdown of meals & lodging for each member of the party.