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PROGRAM MEMORANDUM ADED 23-06

DATE: September 12, 2023
TO: Adult Education & Literacy Council Directors
FROM: Dr. Trenia Miles, Director *JTM*
RE: Travel Policy 2023-2024

POLICY: This policy aims to establish guidelines for the administration of travel reimbursements for intrastate and interstate travel. This information complies with the regulations established by the Department of Finance and Administration for state employee travel. Reimbursement of travel expenses other than "Official Business" is strictly prohibited.

INFORMATION/RATIONALE:

Local adult education travel is allowable for conferences/workshops and other activities directly related to adult education. Travel for other purposes is not allowed using adult education funds. Local program travel must adhere to existing state guidelines.

Pursuant to Arkansas Code 19-4-903(b)(1)(B) our agency has the authority to establish lower maximum reimbursement rates for meals, lodging, or both as necessary to contain expenditures within our agency.

- **Mileage:** will be reimbursed up to the current rate per mile according to the Arkansas Department of Finance and Administration.
 - The shortest major highway route will determine the maximum mileage allowed. Whenever private automobile mileage is claimed for "Official Business" travel, an employee should adhere to the following practice:
 - The shortest distance to the destination should be claimed. If the shortest distance is from the "Official Station," that distance should be listed on the TR-1. If, on the other hand, the shortest distance is from the employee's residence, that distance should be listed on the TR-1. The question of whether to claim mileage from one's official station or place of residence only occurs in those instances where an employee lives in a location that is not the same as the city listed as his/her official station. In some instances, this employee travels directly to an assigned destination from his/her place of residence.
Example: Employee A's "official station" is Little Rock.
- A. Employee A lists his/her place of residence as Conway. He/she travels directly from his/her place of residence to Hot Springs. The mileage claimed should be from Little Rock to Hot Springs.

- B. The same employee travels directly from Conway to Mountain View. The mileage claimed should be from Conway to Mountain View.
- o Local programs will be reimbursed mileage **up to the current rate per mile** for only one vehicle per four (4) participants and a second vehicle when more than four (4) attend an approved meeting without advanced written permission from the Director of Adult Education when attending training workshops, conferences, or meetings.
- **Meals:** The maximum allowed to be reimbursed with adult education funds for **meals in-state**, all cities, and towns, is \$54.00 daily when the activity requires overnight travel. The meal breakdown is breakfast \$13, lunch \$15, and dinner \$26.
 - o Meals provided at the conference or meeting will be deducted from your meal reimbursement. On the last day of the conference, if the conference is over at noon and a meal is not provided, we **will not** reimburse for lunch.
 - o Reimbursement for in-state meals without overnight travel is NOT allowed.
 - o TR-1's should not reflect the daily maximum for meals unless the maximum was expended. Many conferences/seminars include meals; these are not reimbursable, and the daily maximum will be adjusted proportionately.
- **Lodging:** Lodging will be reimbursed according to General Services Administration Federal rates, which are updated annually. (www.gsa.gov) **Travelers must submit signed hotel receipts.**
 - o **Overnight Lodging:** Overnight travel for a 1-day meeting/conference will not be approved unless the participant resides outside a 150-mile radius of the location of the conference/workshop. Overnight expenses for a two or 3-day meeting/conference will not be approved unless the participant resides outside a 50-mile radius of the meeting/conference location. Participants who live or work 50 miles or more from the location of the meeting/conference will receive reimbursement for lodging the nights in between. However, there may be special circumstances that may require an individual to remain overnight. In such instances, **prior** written approval must be obtained from the Director of Adult Education.
 - o **One-Day Meetings:** Participants who live or work less than 50 miles from the location of the conference/workshop will receive mileage reimbursement **only**.
 - o As of October 1, 2023,
 - Maximum amount allowable **\$111.00 for Hot Springs** per day
 - Maximum amount allowable **\$107.00 for Little Rock** per day
 - Cities not listed are **\$107.00** per day.
 - o **Hotel and Valet Parking:** If a participant stays overnight at a hotel where parking is free, the state office **will not** reimburse valet or hotel parking. Participants should select hotels that offer free parking. On the other hand, if the host hotel for a meeting or conference only provides valet parking, then reimbursement is allowable.
- **Local Program Travel**
 - o Travel allocated for each local program will be based on historical data from previous years plus projected justifiable needs. Travel budgets proposed will be subject to approval or disapproval by the Adult Education Section prior to the beginning of the program year. The total funding approved for travel may not be increased without authorization by the Director of Adult Education.
 - o Local programs may transfer funds by amendment among 01d Administration travel, 02I

Instructional travel, and 04g Conference/workshop travel only. Funds may be transferred by an additional amendment out of travel into other categories but not out of other categories into travel without prior written approval by the Director of Adult Education.

- The local program administrator will be responsible for approving travel for local personnel. Supporting travel documentation i.e., hotel receipts, registration receipts, parking receipts, etc., must accompany the monthly expenditure report.
- Justification for travel funds must accompany each application for funding. The following must be submitted:
 - proposed conference (s)/workshop(s) and the number of participants
 - copy of the conference/workshop agenda
 - proposed instructional travel required to provide educational services in your service area
 - proposed administrative travel
- **Literacy Council Staff**
 - Literacy council staff being paid with adult education funds will be reimbursed for travel and/or overnight stay according to state travel guidelines while attending training sponsored by the Adult Education Division and/or the Arkansas Adult Learning Resource Center.
- **Reimbursement of Registration Fees for Local Adult Education and Literacy Councils**
 - Reimbursement of registration fees to attend conferences for subjects related to adult education purposes are allowed for those persons paid with state or federal adult education funds. Only the price listed for a current member or early registration amounts will be reimbursed (whichever is the lesser amount of the two).
 - Additional charges, such as late fees, membership dues, tours and excursions, and any other associated costs not directly related to the mission of adult education, will not be reimbursed with state or federal adult education funds. These additional charges will be the responsibility of the traveler.