

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 605

Subject: Travel Reimbursement

Date Adopted: 09/75 Revised: 06/81, 01/94\*, 12/94, 11/01, 02/13

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Individuals who travel as official representatives of the university may be reimbursed for actual lodging expenses if they exceed the authorized daily maximum. A request for actual expense reimbursement must be completed in advance of the trip and be approved by the appropriate vice president. Requests made after the trip will not be approved unless an exceptional situation has occurred and the exception is approved by the appropriate vice president.

Individuals who travel out of country as official representatives of the university may be reimbursed for actual food and lodging expenses if they exceed the authorized daily maximum. This request must be completed in advance of the trip and be approved by the appropriate vice president. Requests made after the trip will not be approved unless an exceptional situation has occurred and the exception is approved by the appropriate vice president.

\*DFA regulations.