

Travel and Moving Expenses of College Senior Administrative Candidates	Procedure Number	201
	Effective Date	Dec 13, 2024

1.0 PURPOSE

To provide process and detail for expense reimbursement for moving or final interview of selected senior administrative candidates.

2.0 REVISION HISTORY

Adopted on: July 1, 2022
 Revised on: November 21, 2024

3.0 PERSONS AFFECTED: Successful senior administrative candidates for the positions of Chancellor, Provost, Chief Financial Officer, Chief Information Officer, Vice Chancellors, Associate/Assistant Vice Chancellors and Academic Deans.

4.0 DEFINITIONS

5.0 PROCEDURES

5.1. Moving Expenses

Arkansas Code 19-4-522 (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of the UA-PTC budget, UA-PTC will pay up to \$10,000 in moving expenses for new senior leadership positions that include Chancellor, Provost, Chief Financial Officer, Chief Information Officer, Vice Chancellors, Associate/Assistant Vice Chancellors and Academic Deans. The Chancellor will authorize this transaction. The terms of agreement for payment of moving expenses must be included in the letter of appointment.

When agreement is made to pay moving expenses, UA-PTC will pay for the following:

- Moving the employee's household goods and personal effects (recreational vehicles or boats not included) that are specific only to one move.
- The paid move is applied only to the primary move that is from a radius of 100 miles and greater (one way) from the Main Campus in North Little Rock.
- A moving company is under agreement with UA-PTC. Use of this company is recommended and preferred, but not mandatory. If the preferred moving company is not used a purchase order to the selected moving company must be obtained and up to \$10,000 will be paid to that moving company for moving only the employee's household goods and personal effects. Charges for moving recreational vehicles or boats are not eligible for payment.
- Personal reimbursements are not recommended; however, it is recognized that some moving expenses must be handled with personal funds. Itemized receipts are required for all reimbursements.
- One nights' lodging and day travel (not including meals) from the former residence to the new residence. Subsequent nights of lodging and travel expenses are the responsibility of the employee.
- Any moving balance exceeding the \$10,000 limit will be the responsibility of the candidate.

Move scheduling will be done as soon as possible upon acceptance of employment and no later than 30 business days from start of employment.


Receipts are required for all reimbursements.

5.2 Final Interview Travel Expense Reimbursement

Chancellor, Provost, Chief Financial Officer, Chief Information Officer, Vice Chancellors, Associate/Assistant Vice Chancellors and Academic Dean candidates may be reimbursed for travel and lodging associated with their interview if selected for a final interview only. Total reimbursement will be capped at \$750.00. This amount includes travel (i.e., car or air) and one nights' lodging that may be associated with the final interview. Food expenses are not included. Itemized receipts are required for all reimbursements. Any balance exceeding \$750.00 will be the responsibility of the candidate.

The travel expense reimbursement is applied to a final candidate that has a permanent residence of a radius of 100 miles and greater (one way) from the Main Campus in North Little Rock.

Receipts are required for all reimbursements.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Rita Fleming, Vice President for Finance and Administration	11/21/24
Ratified by:	College Council	12/13/24
Recommended by Chancellor (Signature)		12/13/24
UA Policy Alignment	Not applicable	