

## **UAM OPERATING PROCEDURE 340.2**

### **PROCESSING TRAVEL REQUESTS AND REIMBURSEMENTS**

When entering a Spend Authorization, only one (1) trip per Spend Authorization should be submitted.

All travel requires prior approval. In addition, if the lodging will exceed the daily maximum, the traveler must include a justification as to why the travel is beneficial to UAM and/or the state of Arkansas.

*Revised: April 25, 2022*

*Revised: February 12, 2018*

*Revised: July 1, 2001*

*Revised: July 1, 1999*

*Revised: July 1, 1997*

*November 30, 1994*