

Dennis Milligan
Auditor of State



230 State Capitol
Little Rock, AR 72201

State of Arkansas

January 20, 2023

Dear Sir or Madam:

Below are the guidelines when it comes to travel reimbursement related to your continuing education. Please contact our Outreach Manager Thomas Burchfield or Julia Burrier if you have any questions or concerns. And thank you once again for your service to our great state.

1. A county credit card may be used for all attendees' expenses. A county W9 is required.
 - a. A separate TR form should be submitted with the County as the Payee.
 - b. Another TR form submitted by an attendee if they incurred any expenses on their own (meals, mileage).
2. If a county card is not used, all expenses must be paid by the attendee.
3. An attendee will not be reimbursed for other attendees/guests lodging or meals.
4. The attendee must update the reservation to their name and their credit card upon check in.
5. Lodging receipts must include the following: hotel name, location, check-in/checkout dates, rates.
6. Meal receipts must include the following: restaurant name, location, food items, date, time.
7. Reimbursements will be processed in a timely manner following the conference.
8. If an attendee does not have a personal credit or debit card, or access to a county credit card, the attendee must contact the Executive Board for instructions as the hotel usually requires a credit card.
9. An example of a properly completed TR form is available on the Auditor of State website.
10. Please review each meeting's memo as allowable reimbursements change per meeting. For example, if a meal is provided, that meal cannot be reimbursed from another venue.

A handwritten signature in black ink that reads "Dennis Milligan". The signature is written in a cursive, flowing style.

Dennis Milligan
Auditor of State