

# Arkansas State University - Jonesboro

---

**Effective Date: 07/01/91**

**Number: 05-26**

**Section: Finance and Administration**

**Subject: Travel: Applicant Expense**

---

When an applicant is invited to the University for a job interview, the University may pay all travel expenses of a reasonable nature including lodging, transportation, and meals in accordance with official travel regulations.

1. Transportation expenses shall not exceed the equivalent cost of a round-trip commercial air coach ticket.
2. The expenses to be reimbursed shall be for the applicant only and shall not include the expenses of the candidate's spouse, children or any other visitors traveling with the candidate.
3. Under no circumstances will costs for alcoholic beverages be reimbursed.
4. Entertainment and personal expenses such as insurance, laundry, cleaning, valet service, and extra meals will not be reimbursed.
5. Prior to the applicant's trip, academic departmental officials should receive approval from the Provost of the applicants who will be invited to campus for interviews. Other departments should receive approval from the appropriate administrator.
6. The travel expenses can be charged to the Department Card or the department can reimburse the applicant for the expenses in accordance with official travel regulations. The applicant will be treated as a new vendor and needs to fill out the appropriate vendor packet documents in order to be reimbursed.

Revised on 09/12/2019.