

Arkansas State University - Jonesboro

Effective Date: 07/01/07

Number: 05-47

Section: Finance and Administration

Subject: Travel: Day Travel

1. State regulations prohibit reimbursement for meals for one-day travel, unless special authorization is obtained.
2. A-State Jonesboro will authorize meal reimbursements for day travel without an overnight stay under the following conditions:
 - a) The travel period must be away from the official station for ten (10) hours or more.
 - b) A [memorandum of explanation](#) justifying the request for reimbursement of meals signed by the traveler, the traveler's supervisor, and vice chancellor is submitted with the Expense Report.
 - c) Itemized meal receipts are required.
3. Meals may be reimbursed up to the daily maximum allowed amount.

Created on 09/24/2019.