

Arkansas State University - Jonesboro

Effective Date: 12/01/97

Number: 05-28

Section: Finance and Administration

Subject: Travel: Reimbursement

In addition to the System Policy for [Travel Expense Reimbursements](#):

1. The University will not reimburse any travel expenses prior to travel.
2. Upon return from the trip, the traveler or delegate should submit an Expense Report within 15 working days.
3. An explanation for any unusual expenses is required in the description or additional information field, or scanned and attached to the Expense Report.
4. Reimbursement is by direct deposit and uses the same banking information that is setup for payroll direct deposit. To request reimbursements be made to a different bank account, contact Accounts Payable.

Revised on 09/19/2019.