

# Arkansas State University - Jonesboro

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**Effective Date: 12/01/97**

**Number: 05-28**

**Section: Finance and Administration**

**Subject: Travel: Reimbursement**

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## REGULATIONS

1. All claims for reimbursement of travel expenses are made on an Expense Report (TR) through the Travel and Expense Management module (TEM).
2. All Expense Reports must be submitted by the traveler or delegate, approved by the appropriate administrators and forwarded to Travel Services for final approval and processing.
3. Expense Reports that are not in compliance with official travel regulations are returned to the traveler or delegate for correction through TEM.
4. Effective November 22, 2013, the University will no longer reimburse airfare prior to travel.

## PROCEDURES

1. Upon return from the trip, the traveler or delegate should submit an Expense Report within 15 working days. An explanation for any unusual expenses is required in comments or an attached document.
2. Itemized receipts must be scanned and attached and are required for all expenses.
3. The traveler will submit the Expense Report to the appropriate administrator(s) for approval. Once approved, the Expense Report will route to Travel Services for final approval and processing.
4. The recommended reimbursement payment procedure is by direct deposit. Otherwise, the payment will be mailed to the traveler.

Revised on 07/01/14.