

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 05-26

Section: Finance and Administration

Subject: Travel: Candidate Expense

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

REGULATIONS

1. Transportation expenses shall not exceed the equivalent cost of round-trip commercial air coach.
2. The expenses to be reimbursed shall be for the candidate 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 cost for alcoholic beverages be reimbursed.
4. Entertainment and personal expenses such as insurance, laundry, cleaning, valet service, and extra meals will not be reimbursed.

PROCEDURES

1. Academic departmental officials should receive approval from the Provost of all of the candidates who are to be invited to campus for interviews for faculty positions. Other departments should receive approval from the appropriate administrator.
2. A Requisition should be completed by the departmental initiator, approved by the appropriate departmental officials, and forwarded to the Procurement Office along with required receipts for processing.

Revised on 03/24/14.