

Arkansas State University - Jonesboro

Effective Date: 07/01/97

Number: 05-24

Section: Finance and Administration

Subject: Travel: Expense Allowances

Any Expense Report (TR) that exceeds 25% of the amount of reimbursable expenses listed on the Travel Authorization (TA) must be justified in writing in the 'Comments' section on the TR and approved by the appropriate supervisor.

Any TA (not including Blankets) submitted and approved with a Zero amount will not be reimbursed on a TR for expenses claimed, unless justified in writing in the 'Comments' section on the TR and approved by the appropriate supervisor.

REGULATIONS

- A. For employees, reimbursement is submitted for actual expenses for lodging, meals, and incidental expenses of a reasonable nature, not to exceed the maximum allowable rates as approved by the Arkansas Department of Finance and Administration (ADFA) on an Expense Report (TR) through the Travel and Expense Management module (TEM).
- B. For non-employees, reimbursement of expenses is limited to actual lodging, meals, and incidental expenses of a reasonable nature on an online requisition submitted by the department initiator.
- C. Reimbursement of expenses to be charged to sponsored gifts, grants or contracts made to the University must be in full compliance with the specific terms of the gift, grant or contract as well as this operating procedure.
- D. Expenses of a personal nature, such as personal insurance, alcoholic beverages, cleaning, laundry, valet service, extra meals, etc. are not allowed.
- E. Expenses are allowed for the following:
 1. Meals and Lodging
 - a. The standard maximum rate is \$89 plus tax per day for lodging and a maximum of \$51 (includes taxes and up to 15% tip) for meals. There will be no meal reimbursement made without overnight lodging.
 - b. The first and last calendar day of travel is calculated at 75% per the State of Arkansas Travel Regulations effective November 1, 2011. If travel covers a two-day period, then meal reimbursement is up to 75% of the daily allowance per day.
 - c. Exceptions to these amounts can be found on the Travel Services web site on the Daily Lodging and Meal Allowances document.
 - d. Itemized receipts are required for all meals.
 - e. When two or more employees share the same room, the total claimed for reimbursement must not exceed the total paid for the room.

- f. Receipted, itemized statements are required from the hotel or motel for all lodging expenses. Summary statements provided by credit card companies are not considered receipts.

Note: Many hotels and motels offer an educational or government rate upon request at the time reservations are made.

2. Telephone and internet expenses incurred for official business. Receipts are required.
3. Miscellaneous transportation and related expenses such as taxi, bus, airport, limousine or parking expenses. Long-term parking is encouraged. Receipts are required.
4. Registration (when not paid in advance) and/or other allowable meeting expenses when necessary to carry out the purpose of the trip. Receipts are required.
5. Staff members may request approval to exceed the daily maximum rate to cover lodging expenses on the Authorization Report (TA) in TEM.

PROCEDURES

Employee

1. Complete the Expense Report (TR) through the Travel and Expense Management module (TEM).
2. Update the charges appropriately based on the receipts.
3. Enter justification per travel regulations in Comments.
4. Submit to the authorized representative(s) for approval.
5. Expense reports that amount to \$2,500 or more must be routed to the appropriate Vice Chancellor prior to the Travel Office.

Authorized Representative(s)

1. Review expense report and approve through the TEM Workflow.
2. The completed report will route to Travel Services for final approval and processing.

Revised on 02/04/2016.