

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/97**

**Number: 05-24**

**Section: Finance and Administration**

**Subject: Travel: Expense Allowances**

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- 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 in Concur.
- B. For non-employees, reimbursement of expenses is limited to actual lodging, meals, and incidental expenses of a reasonable nature submitted in on a Requisition by the department initiator.
- C. Reimbursement of expenses to be charged to sponsored gifts, grants or contracts made to the University must fully comply with the specific terms of the gift, grant or contract as well as University operating procedures.
- D. Expenses of a personal nature, such as personal insurance, alcoholic beverages, cleaning, laundry (except for students), 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 \$96 plus tax per day for lodging and a maximum of \$55 (includes taxes and up to 15% tip) for meals.
    - b. Staff members may request approval to exceed the daily maximum rate to cover lodging expenses on the Request Report in Concur.
    - c. The first and last calendar day of travel is calculated at 75% of the daily per diem per the State of Arkansas Travel Regulations. If travel covers a two-day period, then meal reimbursement is up to 75% of the daily allowance per day.
    - d. Exceptions to these amounts can be found on the [GSA website](#).
    - e. Itemized receipts are required for all meals. If not available, a description of the purchase must be approved by the appropriate senior administrator.
    - f. When two or more employees share the same room, the total claimed for reimbursement must not exceed the total paid for the room.

- g. 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.
- 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. 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.

Revised on 09/04/2019.