

Arkansas State University
Day Travel Without Overnight Stay Policy

Effective July 1, 2007, Arkansas State University will authorize meal reimbursements for day travel without an overnight stay under the following conditions:

- The day travel period must be out of town away from the official station 10 hours or more;
- A memorandum of explanation that justifies the request for reimbursement of meals signed by the traveler and the traveler's supervisor. This justification must be submitted with the TR-1; and
- Meal receipts are required – no exceptions. Meals with receipts may be reimbursed up to the daily per diem rate.