

# ATU Travel Policy Quick Facts

## **Actual Meal Expense Reimbursement**

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If the traveler's meal expense falls below the per diem rate allowed, that amount must be recorded on the TR-1. It is not acceptable to record meal reimbursement amounts that exceed what the traveler has actually spent. TR-1's that contain per diem limits for each meal should only be submitted to Travel Services if the traveler has exceeded the per diem limits on every meal. Receipts must be retained by the traveler or by a designee within his/her department such as an administrative assistant and be available for audit by Travel Services or Legislative Audit upon request. See Travel Policy page 3.

## **Meal Reimbursement Without an Overnight Stay**

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ATU will now allow for meal reimbursement without an overnight stay under specific circumstances. A traveler may be reimbursed up to 75% of the maximum daily allowance under these conditions.

1. The day travel period must be for 12 hours or more.
2. The traveler must demonstrate a benefit to the University that justifies the request in writing by completing and submitting to Travel Services the [Day Travel Without Overnight Stay Form](#). All meal receipts must be attached to this form and a separate form must be turned in for each day of travel.
3. The request must be approved by the Dean or Department head. Standing approvals for specific positions may be issued to Travel Services. Additional documentation and justification may be required for any meal reimbursement request without an overnight stay at the Travel Administrator's request.
4. As with all other travel policies, abuse or misuse of this allowance will subject the traveler to disciplinary action.

See Travel Policy page 4.

## **Students Traveling with Sponsor**

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Students traveling on official business for the University or on a University sponsored trip must be accompanied by an employee of the university to act as a sponsor for the trip. Students and sponsors may not share lodging accommodations. Students may share accommodations and employees or sponsors may share accommodations. See Travel Policy page 6.

## **International Travel**

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All international travel must be approved by the traveler's Vice President. All international airfares must be purchased using a University Travel Card to insure that all necessary travel insurance is purchased. Travelers will consult Travel Services for direction on international travel arrangements. See Travel Policy page 5.

## **Moving Expenses**

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Guidelines on moving newly hired faculty and staff include:

1. \$5,000 cap on moving expenses unless approved by the President or his/her designee.
2. Moving of only household goods as allowed by AR State Law.
3. Procedures for employee reimbursement of moving expenses.
4. Travel and lodging reimbursement from former to new residence.

See Travel Policy page 7.