

Arkansas State University
Academic Affairs
Memorandum for Day Travel without Overnight Stay

The reason for travel away from my official station was:

I am requesting reimbursement for meals associated with this travel as I was on university business from _____ (leave time) until _____ (return time) on _____ (travel date).

Print Employee's Name

Signature of Employee

Date

Signature of Supervisor/Chair

Date

Signature of Dean

Date

Signature of Vice Chancellor

Date

*Attach signed memo to the Expense Report for reimbursement.