

**SOUTHERN ARKANSAS UNIVERSITY**

**RECRUITING TRAVEL POLICY**

**Please refer to the following if your department has been approved to receive meal reimbursement while traveling for recruiting purposes:**

When traveling to different destinations each day with no overnight stay, reimbursement is as follows:

 $20 per day maximum **without receipts**

 $41.25 a day maximum **with receipts**

If you have an overnight stay the original policy applies:

First and last day **with** receipts $41.25; all days between $55

First and last day **without** receipts $20; all days between $30

**Permission for off campus meals in Magnolia:**

If a recruit is brought to campus, in order to provide a meal off campus during Cafeteria hours, you are required to get a waiver from Aramark/Allen Verbeiren, to purchase these meals.