Lodging

- Reimbursement for lodging is limited to the single room rate. The maximum daily allowance will be limited to the federal per diem rate depending on the location for both in state and out of state travel. Room taxes are not included in the federal per diem rate and may be claimed for reimbursement
- If a room is occupied by more than one person, the single room rate must be noted on the receipt
- When two or more employees share the same room, the total claimed for reimbursement must not exceed the total paid for the room
- Traveler must obtain an itemized receipt showing a $0 balance and receipt must be in the traveler's name in order to receive reimbursement
- Reimbursement for other types of lodging is allowed if a benefit to the state can be shown. This would include non-conventional lodging such as rentals obtained through an online marketplace, bed and breakfast, or recreational vehicles(trailer/camper)
- If obtaining a non-traditional rental through an online marketplace, documentation must be submitted breaking down the cost per traveler. In addition, reasonable cleaning charges may be allowed IF, when added to the cost of the rental, would not cause the amount to exceed lodging costs listed in the Federal Travel Directory for the destination.
- Use of a recreational vehicle(trailer/camper) is allowable, provided that the cost of parking fees, connection, use and disconnection fees for utilities, electricity, gas, water, sewer, and dumping fees do not exceed lodging costs listed in the Federal Travel Directory for the destination.

NON-EMPLOYEES/GUESTS

GUESTS OF STATE

- Volunteer - a non-employee who donates time for activities or services to Arkansas State University receiving no compensation.
- Official Guest - a person designated by the System or campus chief executive officer or designee as representatives of Arkansas State University for any specific event.
- Candidates and Recruits - a person brought in for a job interview or recruiting endeavor

A Guest of State may be allowed reimbursement for actual expenses for meals, lodging, transportation and incidental expenses when submitted on a requisition with appropriate backup. Backup should include a written explanation of the activities by the administrative head, or designee of the agency, actual itemized receipts and zero balance hotel bill.

Embassy Suites Hotel Room Procedures

The below procedures are for booking hotel rooms for Guests of State. Booking for meeting space and/or food service should follow current Procurement procedures and be requisitioned from the department's FOAP prior to the date of the event.

- Hotel reservations for Guests of State may be booked by the preferred method of a Department Card or by requesting a direct billing from Embassy Suites.
- Embassy Suites offers a special rate for A-State; if booking online go to www.embassysuites.com/ and under 'special rates' enter our code in the 'corporate account' field. Please contact Travel Services for the code.
- If a department chooses direct billing, contact the Sales Administrator at 870-619-4482.
- Embassy Suites will send an invoice to the department responsible for the reservation.
- Invoices from Embassy Suites will be sent on a monthly basis after the hotel stay.
- Departments are responsible for entering a 'Payment' requisition to pay the invoice.

Other Local Hotels

This is a list of other local Jonesboro hotels that may give a A-State or State rate:

- Baymont - may give a State rate, call and ask before booking online
- Best Western
- Candlewood Suites
- Comfort Inn & Suites
- Courtyard by Marriott (across from NEA Baptist hospital) - Ask for A-State Business rate
- Days Inn
- Fairfield - Ask for A-State rate
- Hampton Inn
- Hilton Garden Inn
- Lexington

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