

Completing a TR1 for Travel Reimbursement

At TR1 form is the form designated by the State of Arkansas and Arkansas Tech University to be completed and submitted to Travel Services along with all appropriate documentation to request reimbursement for expenses incurred as a result of official university travel. **Charges placed on the ATU Travel Card will not appear on your TR1.**

1. Access the [TR1 form](#) located on the Travel Services website.
2. Key purchase order number(s) that have been issued for your trip.
3. Select the checkbox if you would like to pick up your check in the Disbursing Office.
4. Key the **Department Name, Index, Name of Payee, Home Address of Payee, Official Station associated with Payee. These are required fields.**
5. Personal Vehicle License Number, required if you are requesting reimbursement for personal mileage.
6. Enter a separate row of information for each town visited, even if you visit two different towns in the same day. Also enter any airfare, lodging, meal, incidental or mileage expense that you have for that day. Please see the [Meal and Lodging Per Diem](#) for meal reimbursement allowances. Remember to use the 75% per day limit for first and last days of travel. Meals provided by a conference may not be claimed from reimbursement.
7. Obtain signatures from traveler and supervisor, put with all original receipts except meals (meal receipts are not required), signed PO, and any other required documentation such as a Google Map or Non-State Form and submit to Travel Services for processing.

Arkansas Tech University EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT FORM, TR-1E													
PO Number(s) P012345			DEPARTMENT: Procurement Services			Index: AFBUSN			Please indicate here if you would like to pickup your check in the Disbursing Office located at 404 N El Paso. Direct deposit may be arranged at atu.edu/controller . See Sign Up for Reimbursement Direct Deposit link at the bottom of the page.				
Name of Payee: Jose Smith			Home Address: 123 Jerry Drive			OFFICIAL STATION (Rsvl, OZ, ATCC, etc.): RSYL			Private Vehicle License Number (Only necessary if claiming mileage reimbursement): 123 ABC				
DETAILED EXPENDITURES OTHER THAN MILEAGE								Personal Vehicle Mileage Reimbursement					
DATE	NAME OF TOWN VISITED	Common Carrier (airline, train, etc)	Lodging	Meals	Incidentals	Incidental Code (see below)	Total Per Day	FROM	TO	MILEAGE DRIVEN	RATE PER	AMOUNT CLAIMED	
1/15/24	Phoenix, AZ	425.38					425.38						
1/15/24	Little Rock, AR							Russellville, AR	Little Rock, AR	82	0.52	42.64	
1/15/24	Phoenix, AZ		203.25	51.75			261.00				0.52		
1/16/24	Phoenix, AZ		203.25	55.25			264.50				0.52		
1/17/24	Little Rock, AR			44.25	65.00	2	109.25	Little Rock, AR	Russellville, AR	82	0.52	42.64	
SUB-TOTALS		425.38	418.50	151.25	65.00		1,060.73	TOTALS FOR MILEAGE		164	0.52	85.28	
If Incidental Code 6 is used, explain here:													
Lodging Provided Statement-To be completed if lodging is provided at no cost to the University I certify that the person listed below provided lodging to me at no cost while I traveled on University business. Name: _____ Address: _____ City, State, Zip: _____ Telephone: _____ Signature of Traveler: _____								For travel performed as indicated on this travel reimbursement form, the payment of actual lodging expense is authorized because lodging within the Federal Travel Directory rates was unavailable or unfeasible for the area in which the travel occurred. I certify that the travel was completed as indicated on this travel reimbursement form and if the travel reimbursement is for a volunteer, a non-state employee, and/or official guest(s), to my knowledge, that person will not be reimbursed these same travel expenses from any other source.				Incidental Codes 1. Taxi 2. Parking Fee 3. Registration Fee 4. Emergency Car Repairs 5. Meals for State Guests 6. Other (Explain Above)	
Signature of Supervisor: _____								SUB-TOTAL 1,060.73					
Title of Supervisor: _____								MILEAGE CLAIMED 85.28					
Revised February 2017 <small>Approved by DFA 2-20-17</small>								TOTAL CLAIMED \$1,146.01					
Please note: Reimbursement may take up to two weeks after completed documentation is received in Travel Services													