



## Travel Requisition Entry and TR-1 Submission Tips

### **Requisition**

- Reimbursement- a requisition is completed using the traveler's T number with the following information:
  - Who the traveler is
  - Where they are going
  - When they are going
  - Why they are going/ What are they going for
- Applicant Travel-use T number T01000856
- Prior to traveling the following are required for any items claimed.
  - Driver's form (if mileage, rental, and/or parking is being claimed)
  - If a vehicle rental is needed, the Travel Administrator must approve the rental prior to booking. Email your rental request to [travel@atu.edu](mailto:travel@atu.edu).

### **TR-1**

- TR-1s must be accompanied by a signed departmental purchase order.
- All receipts must be original.
- TR-1s require original signatures, copies are not accepted.
- Meal receipts are not submitted to Travel Services, but must be kept on file at the department for 2 years.
  - Meal reimbursement is restricted to GSA guidelines.
  - 15% is the maximum allowed for reimbursement tip on the meal (that is included in the meal allowance)
- Lodging receipts must detail the rate for each night's stay and have a zero balance.
- If mileage is being claimed, the license plate number is required.
- If the TR-1 is for an applicant or student, a non-state form is required.
- Tips on taxi cannot be reimbursed.
- If airfare is being claimed, a copy of the airfare with the name, price, and ticket number is required.
- For conference travel, a copy of the agenda that shows the location and dates of the conference.