

Arkansas Tech University  
Russellville, Arkansas

Non-State Employee/Official Guests Reimbursement Form

In compliance with Sub-Chapter 9 of the State Travel Regulations on non-state employees and official guests, this letter is authorization for travel reimbursement as listed on the attached travel reimbursement form. I certify that these individuals are not being reimbursed from any other source for their travel expenses. These persons have been requested to perform official duties or functions for Arkansas Tech University in the areas of employee interviews, university sponsored programs, field trips, workshops, conferences, and/or student recruitment.

Date	Name	Purpose	Department
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certification of Travel By:

_____	_____
Date	Vice President or Dean of School

Travel Reimbursement Approved By:

_____	_____
Date	Budget Director