

As a traveler what do I need to do to prepare and receive reimbursement for my university travel expenses? The process you will need to follow will vary slightly depending on the type of travel you will be completing. The following sections offer instructions for completing various types of University travel.

Employee Conference Travel

Answer the following questions to help prepare for your trip.

Once you have determined the best and most cost-effective options for your trip enter one requisition using your T number for all reimbursable expenses and if the **ATU Travel Card** is being used, one or two requisitions to **Bank of America (T01007859)** for all charges placed on the TCard. Two requisitions are required if airfare is purchased.

- 1. How should I pay for my conference registration?** Register for your conference using a P-Card, T-Card, or by submitting a travel requisition to the host of the conference. Instructions for P-Card purchase can be found [here](#) and requisition guidelines are posted [here](#).

- 2. How should I travel to the conference? Drive or fly?**

Drive. The [Enterprise calculator](#) can be used to evaluate if it will be most cost effective to drive your personal car and obtain reimbursement or if a rental car is the best option.

- i. If driving your car, please include the mileage estimate reimbursement on your reimbursement requisition. If renting a car, please follow the instructions [here](#).

Fly. Airfare may be purchased using an individual, departmental ATU Travel card, ATU Ghost Card, or your personal credit card (for domestic flights only). If using the ATU Travel card, you must enter a requisition to BOA, using the guidelines in the [Banner manual](#). If you are using your personal credit card and requesting reimbursement, include the airfare in the requisition completed to your T Number. ***All airline tickets must be purchased using a 14-day advance, or have special authorization.***

- i. Using an individual or departmental card the reservation may be booked **only after receiving a departmental copy of the purchase order to BOA for the airfare. Every effort is made to process approved requisitions quickly as we realize airfares change daily.**

3. If I am flying, do I need a rental car?

- a. You may need a rental car if shuttle or taxi transportation to your hotel exceeds the rental car fee or if you need transportation to and from your conference location from the hotel. If one of these situations exist, and you would like to reserve a rental car please follow these [instructions](#).

4. Is my conference located at a hotel, or do I need reserve a room at a nearby property?

- a. If your conference location is within or adjacent to a hotel, this may be the best property to reserve for your stay. Be sure to secure the conference rate as these rates most often offer a savings to the University.
- b. If your conference location is not held at a hotel, then you will need to evaluate the location of the other properties and transportation options (complimentary shuttle service, etc.) offered to and from the conference location and secure the most cost-effective rate.
- c. **Purchasing your lodging.** Lodging is purchased using your personal credit card, or one of the ATU travel card options (individual, departmental or ghost card) and the lodging amount included in your reimbursement requisition or reconciled on the TCard log. If using a departmental travel card or ghost card, you must complete a requisition to BOA and contact the hotel to request and complete a credit card authorization form. This is required as you are purchasing using a card that you will not be presenting at check-in. The ATU ghost travel card can be used to purchase hotel stays when purchased in conjunction with airfare from a website such as Expedia. When booking through Expedia the hotel and airfare combined must be less expensive than if purchased separately. The Expedia hotel rate cannot exceed the conference hotel rate and still require a credit card to be presented for incidentals upon check-in.

Meals included in Conference Registration

It is best practice to take advantage of any meals included in your conference registration. However, there are times when this is not possible due to one of the conditions below being met. If you have one of these circumstances, you must submit an agenda/program of any conference for which an employee is requesting meal reimbursement requests be included with the TRI.

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs.
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs.
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

Required Requisitions

1. **Charges that will be reimbursed to you.** Complete one requisition to your T number for reimbursement of allowable charges you will incur as a result of the trip. Meal expense is a strictly reimbursable expense for employees traveling without students, so you will **always** have a requisition that will include an estimate of your total meal expense for the trip. See Limits for Meals and Lodging Page 13. **This requisition may also include any allowable lodging, transportation, baggage fees, shuttle or taxi service, parking expenses**

(etc.) for which you will request reimbursement. Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. You must retain a copy of this PO and submit it with your TR-I when you return. Remember when purchasing airfare on your personal card for reimbursement you cannot request reimbursement until after travel has occurred.

2. **Charges placed on an ATU Travel Card.** Complete one or two requisitions to BOA for all charges placed on an ATU TCard. Two requisitions are required if airfare is purchased and will result in TCard charges posting to a monthly statement prior to completing travel. Once requisitions receive the appropriate approval they will be converted to a purchase order(s) and you will receive a departmental copy of the PO(s) via email. These charges will not appear on your TRI for reimbursement, so you do not have to include a copy of this PO with your TRI.

Following your return please complete your TRI and submit all applicable receipts to Travel Services along with any additional documentation. See TR-I Completion Section below.

Checklist for Employee Conference Travel using Departmental TCard: **2 requisitions are required to be entered for travel without airfare. 3 requisitions are required if airfare is purchased.**

- ☐ Purchase conference registration on PCard. Use of administrative assistant's PCard for conference registration is permissible. See instructions.
- ☐ Determine pricing for all required travel that can be applied to the TCard.
- ☐ If purchasing airfare, enter requisition 1 to Bank of America (T01007859) for airfare. This is necessary because most airfare will be purchased several weeks prior to travel and will post to the TCard resulting in a TCard log being due with these charges before the TCard log with the charges made during travel dates. It is not recommended that airfare be placed on a personal card for reimbursement and international airfare must be purchased with an ATU Travel Card.
- ☐ If vehicle rental is needed, send email to travel@atu.edu to request approval for the rental. (See Rental Vehicles below)
- ☐ Receive approval from Travel Administrator for rental. See Rental Vehicles page 6.
- ☐ Enter requisition number 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- ☐ Enter requisition number 3 for meals and personal mileage reimbursement if you are driving your personal vehicle to your T Number for reimbursement. Always check the Enterprise calculator to make sure you are choosing the least expensive option between driving your personal vehicle and an Enterprise rental. See the GSA chart here for meal allowances per day for your destination. **Remember to use the 75% first and last day travel amounts and full rates for all other days. See Limits for Meals and Lodging page 13.**

- ❑ After purchase orders have been received, and **only then** work with your TCard departmental liaison to reserve or purchase all required arrangements using the departmental TCard.
- ❑ If purchasing hotel accommodations, contact the hotel to complete a credit card authorization form. **Do not skip this step!** The credit card authorization is mandatory for any hotel charges that will be placed on the departmental TCard. The hotel may ask that you present a personal card upon check-in for incidentals.
- ❑ Retain all original receipts for purchased made with the TCard and submit to your TCard liaison.
- ❑ Complete TR-1 for all meal reimbursement and submit to Travel Services within 5 days of return. Enter requisition 1 to Bank of America (T01007859) for all airline airfare. This is necessary because most airfare will be purchased several weeks prior to travel and TCard log will be due with these charges before the TCard log with the charges made during travel dates.
- ❑ Enter requisition number 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- ❑ Enter requisition number 3 for meals to your T Number for reimbursement. See the GSA chart here for meal allowances per day for your destination. ***Remember to use the 75% first and last day travel amounts and full rates for all other days.***
- ❑ After purchase orders have been received, and **only then** work with your TCard

Checklist for Employee Conference Travel using Individual TCard: ***2 requisitions are required to be entered for travel without airfare. 3 requisitions are required for airfare.***

- ❑ Determine pricing for all required travel that can be applied to the TCard.
- ❑ Enter requisition 1 to Bank of America (T01007859) for all airline airfare. This is necessary because most airfare will be purchased several weeks prior to travel and Tcard log will be due with these charges before the TCard log with the charges made during travel dates.
- ❑ If vehicle rental is needed, send email to travel@atu.edu to request approval for the rental. (See Rental Vehicles below)
- ❑ Receive approval from Travel Administrator for rental. See Rental Vehicles page 6.
- ❑ Enter requisition 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- ❑ Enter requisition number 3 for meals and personal mileage reimbursement if you are driving your personal vehicle to your T Number for reimbursement. Always check the [Enterprise calculator](#) to make sure you are choosing the least expensive option between driving your

personal vehicle and an Enterprise rental. See the [GSA chart here](#) for meal allowances per day for your destination. **Remember to use the 75% first and last day travel amounts and full rates for all other days.**

- ☐ After purchase order has been received, and **only then** reserve or purchase all required arrangements using your TCard.
- ☐ Retain all original receipts for purchased made with the TCard and prepare your TCard log. You may have a log that will be due with charges before you travel. Example: Airfare.

Checklist for Employee Conference Travel using reimbursement only: ***I requisition is required.***

- ☐ Purchase conference registration on PCard. Use of administrative assistant's PCard for conference registration is permissible. [See instructions here.](#)
- ☐ Determine pricing for all required travel that is an allowed for reimbursement. Mileage to and from destination, hotel, parking, and meals.
- ☐ Enter requisition to your T number for meals, and any personal mileage, if you are driving your personal vehicle. (See Personal Mileage below) See the [GSA chart here](#) for meal allowances per day for your destination. **Remember to use the 75% first and last day travel amounts and full rates for all other days.**
- ☐ After purchase order has been received, and **only then** reserve or purchase all required arrangements using your TCard.
- ☐ Retain all original receipts for purchased made with the TCard and prepare your TCard log. You may have a log that will be due with charges before you travel. Example: Airfare
- ☐ Complete Tr-I and submit with all original receipts for requested amounts, except meal receipts, to Travel Services.

Rental Vehicles

A written justification must be sent to the travel administrator for authorization of the use for rental vehicles. A requisition must be in place after approval with name of driver, time/date of pick/return and a contact number. A 24-hour notification of rental or cancellation of vehicle is needed. See [instructions here](#). Fuel cards are available when driving a rented vehicle. These cards offer a discount to the University on fuel tax and should be used whenever fueling a rental car. WEX cards may be used to purchase fuel for rental vehicles only. Funds are not encumbered prior to purchase but will charge to your budget once monthly upon reconciliation. See [WEX Cards](#) for more information.

Personal Mileage

Prior to leaving on a trip that will require you to travel via car always check the [Enterprise calculator](#) to make sure you are choosing the least expensive option between driving your personal vehicle and an Enterprise rental. Key in your dates of travel and the Enterprise site will display any potential

savings or additional expense between your rental and mileage reimbursement.

Standard
Volkswagen Jetta or similar
Automatic 5 People 3 Bags
Features & Price Details

PAY LATER

\$184.20 Per Week	\$229.88 Total
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Select

Custom Rate

Reimbursement is less by \$229.88

When requesting personal mileage reimbursement you must select the shortest route that by default results in the least expensive reimbursement. You will also be required to have a [Driver Authorization Form](#) on file with Travel Services. See [How do I request mileage reimbursement?](#) for detailed instructions. Failure to complete any of these processes may result in rejection of reimbursement request.

To request reimbursement for mileage driven in your personal car, you must complete a requisition to your T Number using .52 per mile as the per mile rate and using either the mileage chart or Google Maps to obtain the mileage for your reimbursement. The mileage chart contains mileage from ATU campuses to common destinations. If your destination is not listed here or if you are leaving from your home, and your home is closer to the destination than your official station then you must use Google Maps to determine your mileage. A hard copy of the Google Map must be included with your TR-I.

Example: Driving from ATU Russellville to Little Rock Airport is included in the mileage chart and no Google Map print out is required. However, if you are leaving from your home that is closer to Little Rock Airport than ATU Russellville then a Google Map is required because that is the shortest route (and we have to take the shortest route) and is not listed on the mileage chart.

Personal Vehicles and Insurance Coverage-Employees should be aware that when using personal vehicles on state business, their personal automobile insurance is the primary coverage. It is the responsibility of the employee to contact their insurance agent to confirm if "business use" coverage is required. In no circumstances does the State of Arkansas insurance contract provide physical damage coverage for personal vehicles.

Accidents and Traffic Violations-Drivers must report all traffic violations and accidents while driving on University business immediately to the claim's office listed below.

Checklist for Employee Conference Travel using reimbursement only: ***I requisition is required.***

- ☐ Enter requisition to your T number for round trip mileage x .52 to obtain the dollar amount of reimbursement. Mileage from campus locations to common destinations is available on the Mileage Chart. If your destination is not listed here or you are leaving from your home you must use Google Maps to determine your miles for reimbursement.
- ☐ Print off the map results and include with your TR-I.
- ☐ After purchase order has been received, and **only then** may you complete travel.
- ☐ Complete Tr-I and submit with Google Map print out if mileage chart was not used to Travel Services.

TR-I Completion

Upon completion of your trip, you must submit any expenses for reimbursement using a TR-I form. Expenses are itemized for each day of travel and the TR-I must be signed by you and your supervisor. Original receipts for all amounts, **except meals**, requested for reimbursement must be attached to your TR-I. [TR-I instructions can be found here](#). Receipts may include the following

- Lodging, displaying a zero balance
- Commercial airfare, including the itinerary, name of passenger, E-ticket number, and price
- Train
- Car Rental
- Taxi
- Misc. items purchased while traveling. A detailed explanation of these items is required.
- Parking
- Checked baggage fee. ATU will only reimburse for the first checked bag.
- Google Map hard copy.

Meal Reimbursement Without an Overnight Stay

Under certain circumstances ATU will allow for meal reimbursement without an overnight stay. You must complete the following steps to request reimbursement.

1. Prior to your day travel, you must enter a requisition to your T Number for no more than 75% of the [GSA per diem limits for the city you will be visiting](#).
2. Your day travel must be for 12 hours or more.
3. You must demonstrate a benefit to the University by completing the [Day Travel Without Overnight Stay Form](#).
4. This form including approval signatures must accompany your signed PO and a printout of GSA rate for your city and be submitted to Travel Services.

Student Travel

Students traveling on official business for the University or on a University sponsored trip must be accompanied by an employee of the university to act as a sponsor for the trip. Students and sponsors may not share lodging accommodations. Students may share accommodations and employees or sponsors may share accommodations. See Travel Policy page 6.

Below you will find the necessary links to process requests, book your travel needs, and comply with student travel guidelines at ATU. Faculty, staff, and students are responsible for following all travel guidelines within their department.

Resources

[Driver Authorization Form](#)

[Agency Travel Process](#)

Registered Student Organization (RSO)

If you are traveling for a Student Organization, please refer to the links below on how to book your travel, how to register through the Link, who is the responsible party while on the trip, and the rules associated with traveling for university-related trips. The below student acknowledgment should be signed when booking your travel.