

## Purchasing Airfare

Airfare may be purchased using either the ATU Travel Card or your personal credit card. State regulations require a 14 day advance on fares. If this is not possible, a request for an exception must be made in writing to Travel Services for approval of the airfare.

If using the ATU Travel card, you must enter a requisition to Bank of America (T01007859), using the guidelines in the [Banner manual](#).

If using the ATU Travel ghost card, email the following to [travel@atu.edu](mailto:travel@atu.edu).

- 1. Copy of desired flight itinerary**
- 2. Name exactly as listed on Driver's License**
- 3. Date of Birth**
- 4. Contact Number in case of airline schedule changes.**

If you using your personal card, complete a requisition to your T number for the full amount of all reimbursable purchases for your trip. Be sure to include a detailed receipt with your TR-1 including the airline ticket number.