

Arkansas Tech University
Russellville, Arkansas

Actual Expense Reimbursement and Travel Certification Form

For travel performed as indicated on the attached travel reimbursement form, the payment of actual lodging expense is authorized. I certify that the travel was completed as indicated on the attached travel reimbursement form.

Certification of Travel/Actual Reimbursement Approved By:

Date

Vice President or Dean of School

Travel Reimbursement Approved By:

Date

Budget Director