

Travel Dept Pre-Trip Checklist

Turn in to Travel Dept. prior to trip

Documentation

[Electronic Travel Requisition Form](#) will need to be completed and submitted a minimum of 5 days in advance.

Remember to include hotel/airport parking, checked baggage fees, taxi/shuttle to/from airport (if required.)

If sharing a room with another state employee you must include the name of the employee you are rooming with in the comments section of the [Electronic Travel Requisition Form](#).

If you are on an overnight trip, **attach GSA Meal allowance** page from the city and state you are visiting if **not** listed on ATU website. Form is located at <http://www.gsa.gov/portal/content/104877>. Please keep a copy of this form to refer to in order to complete [TR-1](#) upon return.

If the city you are traveling to is not listed on the mileage chart, print a [Google Maps](#) copy and attach to your request.
Do not use decimals for mileage. Round mileage to the nearest whole number based on decimal. 4 and below round down, 5 and above round up. All mileage amounts are from Ozark one way. If traveling from a different city than Ozark, always attach directions from **Google Maps**. If city is listed on mileage chart use mileage amounts as listed.

Attach a copy of the conference itinerary/workshop agenda

Air-travel

If airfare is required and employee is paying for airfare upfront. A copy will need to be attached of your itinerary that includes a total amount paid and a ticket number. It is ATU policy that flights be booked at a minimum of 14 days in advance. We prefer **at least 30 days in advance** unless there are extenuating circumstances. If ATU is booking your airfare, registration, or hotel you will need to complete and attach a separate Electronic Travel Requisition form for those expenses along with the roundtrip itinerary that includes flight numbers, departure times, and registration/hotel info. **You will need to provide your name exactly as it appears on your driver's license, DOB, and cell phone number in case the airline needs to contact you.** A copy of the travel policy may be found at atu.edu/travel

You may write this information at the bottom of the itinerary or in the comments section of the

[Electronic Travel Requisition Form](#)

Meals

Travelers are now required to submit **ORIGINAL ITEMIZED** meal receipts. A credit card receipt showing total amount only will not be accepted. Alcohol **cannot** be reimbursed or included on receipt. Please refer to the [2018 Meal & Lodging Per Diem Chart](#) for max allowances per meal. This chart can be found at atu.edu/travel