



## Travel Requisition Entry and TR-1 Submission Tips

### **Requisition**

- ❑ Reimbursement- a requisition is completed using the traveler's T number with the following information:
  - Who the traveler is
  - Where they are going
  - When they are going
  - Why they are going/ What are they going for
- ❑ Applicant Travel-use T number T01000856
- ❑ Prior to traveling the following are required for any items claimed.
  - [Driver's form](#) (if mileage, rental, and/or parking is being claimed)
  - If a vehicle rental is needed, the Travel Administrator must approve the rental prior to booking. Email your rental request to [travel@atu.edu](mailto:travel@atu.edu).

### **TR-1**

- ❑ TR-1s must be accompanied by a signed departmental purchase order.
- ❑ All receipts must be original.
- ❑ TR-1s require original signatures, copies are not accepted.
- ❑ Meal receipts are not submitted to Travel Services, but must be kept on file at the department for 2 years.
  - Meal reimbursement is restricted to GSA guidelines.
  - 15% is the maximum allowed for reimbursement tip on the meal (that is included in the meal allowance)
- ❑ Lodging receipts must detail the rate for each night's stay and have a zero balance.
- ❑ If mileage is being claimed, the license plate number is required.
- ❑ If the TR-1 is for an applicant or student, a [non-state form](#) is required.
- ❑ Tips on taxi cannot be reimbursed.
- ❑ If airfare is being claimed, a copy of the airfare with the name, price, and ticket number is required.
- ❑ For conference travel, a copy of the agenda that shows the location and dates of the conference.