

Agency Travel Procedure

All ATU Agency (RSO) funds used for travel expenses must follow the following procedures. There are three ways that agency funds may be used to purchase travel arrangements.

1. The ATU Ghost card must be used for all arrangements or services that can be purchased prior to travel. Examples include airfare, vehicle rental, entertainment tickets, other train or bus passes, etc. Section 1 of the Agency Travel Form must be completed for these items.
 1. Complete the Agency Travel Form Agency Information Section.
 2. Complete Agency Travel Form **Section 1**.
 3. Enter total requested amount on page 2.
 4. Sign and obtain approval signatures
 5. Deliver to 404 N El Paso room 119 or email scanned signed form to accting@atu.edu and emichael2@atu.edu. If emailing, must have actual signature not a keyed name.
 6. Accounting will respond via email with approved form and printout of available budget.
 7. Retain the completed form and printout and present to Travel Services at time of booking arrangements.
2. Personal reimbursement may be requested for any arrangements that cannot be purchased prior to travel if the sponsor's personal credit card is used. Reimbursement may be requested by following these steps.
 1. Complete the Agency Travel Form Agency Information Section.
 2. Complete Agency Travel Form **Section 2**
 3. Enter total requested amount on page 2.
 4. Sign and obtain approval signatures.
 5. Deliver to 404 N El Paso room 119 or email scanned signed form to accting@atu.edu and emichael2@atu.edu. If emailing, must have actual signature not a keyed name.
 6. Accounting will respond via email with approved form and printout of available budget.
 7. Travel takes place.
 8. Complete and submit Agency Travel Check Request Form with original receipts.
3. **International Travel Only**-A TCard designated for Agency usage and held in the sponsor's name may be used for all expenses incurred while traveling. Such as lodging or meals (no alcohol). These cards will be held in Travel Services and the sponsor may obtain the card prior to the trip by following these steps.
 1. Complete the Agency Travel Form Agency Information Section.
 2. Complete Agency Travel Form **Section 3** Enter total requested amount on page
 3. Sign and obtain approval signatures
 4. Receiving the verified form back from Accounting and the printout provided by Accounting showing the agency balance.
 5. Presenting the verified form and printout to Travel Services.
 6. Travel will set the card limit to the amount listed in Section 2 of the Agency Travel Form.
 7. Travel takes place.
 8. Cardholder completes Agency Tcard Log when the TCard statements release attached original receipts and submits to Accounting 404 N El Paso Room 119.

Agency Travel Request Form-Must be completed prior to travel or purchasing travel arrangements for all anticipated travel expenses using Agency (RSO) funds. If departmental budgets are being used to purchase or reimburse for travel expenses, a requisition must be entered prior to travel and this form is not to be used.

Agency Information				
Agency Name:				
Advisor Name:				
Advisor Email:				
Requestor Name if not Advisor:				
Requestor Email:				
Funds to be used for payment of this request.				
Fund	Account			
	240200			
Section 1-Purchases made prior to traveling on TCard.				
All purchases made prior to traveling will be placed on the ATU travel card and may not be purchased using individual or departmental Tcards. Examples include airfare, vehicle rental, entertainment tickets, other train or bus passes, etc. Attach an excel spreadsheet if additional lines are required.				
Vendor	Description of Purchase	Qty	Price Ea.	Line Total
Section 1 Total				\$
Section 2-Purchases made while traveling on personal card for reimbursement upon return.				
A check request must be submitted within 5 days of return to request reimbursement for any allowable purchases using Agency funds.				
Vendor	Description of Purchase	Qty	Price Ea.	Line Total
Section 2 Total				\$

Agency Check Request Form

Date:

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This form is to be used for Agency funds only. It must be submitted to the Accounting office located at 404 N El Paso Room 119 for verification. The Accounting Office will forward the check request to Accounts Payable. Supporting documentation must be attached to this form such as an original receipt or invoice. Itemized receipts are required. Credit card statements cannot be accepted in lieu of receipts. Incomplete forms will be returned to requestor for required additional information.

Check requested by:			
Fund:		Account:	
Check Payable Information.			
T Number:			
Address:			
Will the payee be picking the check up at ATU Disbursing 404 N El Paso Russellville? <i>Checks must be picked up by payee only and will be mailed if not picked up within one week of issue date.</i>		Yes	No
Email address for check pickup notification:			
Description of goods or services or reason for payment.			
Amount of Check:	\$		
Requested by Signature:			
Date:			
Approval Signature:			
Date:			
Payee Signature:			
Date:			

Attach itemized receipts and submit completed and signed form to Accounting Office 404 N El Paso Room 119. Credit card statements cannot be accepted in lieu of receipts.