

Employee Conference Travel

Answer the following questions to help prepare for your trip.

Once you have determined the best and most cost effective options for your trip enter one requisition using your T number for all reimbursable expenses and if the ATU Travel Card is being used, one requisition to US Bank (T01000251) for all charges placed on the TCard.

- 1. How should I pay for my conference registration?** Register for your conference using a P-Card or by submitting a travel requisition to the host of the conference. Instructions for P-Card purchase can be found [here](#) and requisition guidelines are posted [here](#).

- 2. How should I travel to the conference? Drive or fly?**

Drive. The [trip optimizer](#) can be used to evaluate if it will be most cost effective to drive your personal car and obtain reimbursement or if a rental car is the best option. You may also reserve an ATU motor pool vehicle.

- i. If driving your car, please include the mileage estimate reimbursement on your reimbursement requisition. If renting a car, please follow the instructions [here](#), if reserving an ATU motor pool vehicle please follow [these instructions](#).

Fly. Airfare may be purchased using the ATU Travel card or your personal credit card. If using the ATU Travel card, you must enter a requisition to US Bank (T01000251), using the guidelines in the [Banner manual](#). If you are using your personal credit card and requesting reimbursement, include the airfare in the requisition completed to your T Number.

In either case, you must email the following to travel@atu.edu.

- i. **Copy of flight itinerary**
- ii. **Name exactly as listed on Driver's License**
- iii. **Date of Birth**
- iv. **Contact Number in case of airline schedule changes.**

Airfare must not be booked on your personal card until you receive approval from Travel Services. Every effort will be made to respond promptly as we realize airfares change daily. If using the ATU travel card, you will receive an email confirmation of your flight.

- 3. If I am flying, do I need a rental car?**

- a. You may need a rental car if shuttle or taxi transportation to your hotel exceeds the rental car fee or if you need transportation to and from your conference location from the hotel. If one of these situations exist, and you would like to reserve a rental car please follow these [instructions](#).

- 4. Is my conference located at a hotel, or do I need reserve a room at a nearby property?**

- a. If your conference location is within or adjacent to a hotel, this may be the best property to reserve for your stay. Be sure to secure the conference rate as these rates most often offer a savings to the University.
- b. If your conference location is not held at a hotel, then you will need to evaluate the location of the other properties and transportation options (complimentary shuttle

service, etc.) offered to and from the conference location and secure the most cost effective rate.

- c. **Purchasing your lodging.** Lodging is most often purchased using your personal credit card and the lodging amount included in your reimbursement requisition. However, the ATU travel card can be used to purchase hotel stays when purchased in conjunction with airfare from a website such as Expedia. When booking through Expedia the hotel and airfare combined must be less expensive than if purchased separately. Expedia hotel rate cannot exceed the conference hotel rate and still require a credit card to be presented for incidentals upon check-in.

Required Requisitions

1. **Charges that will be reimbursed to you.** Complete one requisition to your T number for reimbursement of allowable charges you will incur as a result of the trip. Meal expense is a strictly reimbursable expense, so you will **always** have a requisition that will include an estimate of your total meal expense for the trip. **This requisition may also include any allowable lodging, transportation, baggage fees, shuttle or taxi service, parking expenses (etc.) for which you will request reimbursement.** Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. You must retain a copy of this PO and submit it with your TR-1 when you return.

2. **Charges placed on the ATU Travel Card.** Complete one requisition to US Bank (T01000251) for all charges placed on the ATU TCard. Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. These charges will not appear on your TR1 for reimbursement, so you do not have to include a copy of this PO with your TR1.

Following your return please complete your TR1 and submit all applicable receipts to Travel Services along with any additional documentation.