



ARKANSAS TECH UNIVERSITY  
 Travel Services  
 404 N El Paso  
 Russellville, AR 72801-2222

479-356-2034  
 479-964-0583 ext. 3503  
 travel@atu.edu

## Non-State Employee/Official Guests Reimbursement Form

**This form is required each time travel expenses are provided to anyone who is not a full-time employee of ATU. Such as students, graduate assistants, applicants or guests of the University. This form should be completed and accompany each Request for Official Function Memo, T Card log if any student travel is purchased, P Card log if any student conference registration is purchased, applicant travel TR-1, and any student TR-1.**

Date	Name	Purpose	Department

In compliance with Sub-Chapter 9 of the State Travel Regulations on non-state employees and official guests, this letter is authorization for travel reimbursement as listed on the attached travel reimbursement form. I certify that these individuals are not being reimbursed from any other source for their travel expenses. These persons have been requested to perform official duties or functions for Arkansas Tech University in the areas of employee interviews, university sponsored programs, field trips, workshops, conferences, and/or student recruitment .

Certification of Travel By:

Date:

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VP or Dean of School

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Printed Name and Title

Reimbursement Approved By:

Date:

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Travel Administrator