

PO Number:



ARKANSAS TECH UNIVERSITY  
Travel Services  
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Russellville, AR 72801-2222

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

### Non-State Employee/Official Guests Reimbursement Form

This form is to be completed and submitted for travel expenses for non-state employees and official guests.

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:

\_\_\_\_\_  
VP or Dean of School

Reimbursement  
Approved By:

Date:

\_\_\_\_\_  
Travel Administrator