

## Purchasing Airfare

Airfare may be purchased using either the ATU Travel Card or your personal credit card. State regulations require a 14 day advance on fares. If this is not possible, a request for an exception must be made in writing to Travel Services for approval of the airfare.

If using the ATU Travel card, you must enter a requisition to US Bank (T01000251), using the guidelines in the [Banner manual](#) and email the following to [travel@atu.edu](mailto:travel@atu.edu) for booking. 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 reservation after the requisition has been approved.

- 1. Copy of desired flight itinerary**
- 2. Name exactly as listed on Driver's License**
- 3. Date of Birth**
- 4. Contact Number in case of airline schedule changes.**

If you using your personal card, you must email the following to [travel@atu.edu](mailto:travel@atu.edu) and be sure to include the airfare on your reimbursement requisition.

- 1. Copy of airline ticket with name of traveler and price of airfare.**