

PO # _____



Travel Services
203 W O St Young Building East End
Russellville, AR 72801
479-356-6209
travel@atu.edu

Actual Expense Travel Certification Form

For travel performed as indicated on the attached travel credit card log or invoice, the payment of actual lodging expense is authorized because lodging within the Federal Travel Directory rates was unavailable or unfeasible for the area in which the travel occurred. I certify that the travel was completed as indicated on the attached document(s) and if the travel expense is for a volunteer, a non-state employee, and/or official guest(s), to my knowledge, that person will not be reimbursed these same travel expenses from any other source.

Travel Reimbursement Approved By:

Date

Travel Administrator