



ARKANSAS TECH UNIVERSITY
 Travel Services
 203 West O Street
 Russellville, AR 72801-2222

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

Agency TCard Order Request Form

Please complete and sign this form to request use of the ATU Travel card for arrangements purchased with Agency Funds. This form is used **only** to request agency funds be used when booking travel arrangements. If departmental budgets are being used to purchase or reimburse for travel expenses, a requisition must be entered prior to travel and this form is not to be used. Submit completed form to Travel Services at address above.

Agency Information		
Agency Name:		
Advisor Name:		
Advisor Email:		
Fund to be used for payment of this request.		
Fund	Account	
	240200	
Vendor Information		
Name:		
Contact Person:		
Website:		
Telephone Number:		
Email Address:		
Type of arrangements or service requested.		
<input type="checkbox"/> Rental Vehicle	<input type="checkbox"/> Airfare	
<input type="checkbox"/> Lodging	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Entertainment Tickets		
Description of arrangement or service	<u>Qty:</u>	<u>Price:</u>

Signature of Requestor	Date
Signature of Faculty Advisor or other registered signatory	Date

This space for Travel Services and Accounting Dept. use only.	
Amount Journal Entry Adjustment:	_____
Reason for Adjustment:	_____
Travel Services Approval:	_____ Accounting Approval: _____