

Travel Checklist

Requisitions

- If the traveler wants to be reimbursed, a requisition will need to be completed, using the traveler's vendor number, with the following information:
 - Who the traveler is
 - Where they are going
 - When they are going
 - Why they are going/ What are they going for
- If it is an applicant, you will use this T number T01000856
 - TR-1 requires original signature and receipts
- If the requisition is being charged on a travel card, the US Bank's T-number is T01000251
- Depending on what is being claimed, travel will need the following:
 - Driver's form (if mileage, rental, and/or parking is being claimed)
 - If a rental is needed, a rental approval is required (the admin will send a rental request to the travel email (travel@atu.edu) & our travel administrator will send an email back approving or disapproving the rental request)
 - If airfare is being claimed, we will need a copy of the airfare with the name, price, and ticket number
 - A copy of the agenda that shows the location and dates of the conference
- If the requisition is not completed before travel takes place, an after-the-fact memo is required.
 - The memo will state why the requisition was not completed before the travel and requires a supervisor's signature

TR-1s

- TR-1s will need all receipts, a signed PO, and a copy of the agenda
- All receipts must be original; we cannot accept copies of receipts.
- TR-1s require original signatures, copies are not accepted
 - An applicant TR-1 may need to be mailed to them for signature and mailed back
- Itemized meals receipts are to be kept in the department's office on file for 2 years. Travel does not need the meal receipts; however, we do need all the other original receipts.
 - The meals on the TR-1 must follow the GSA Guidelines.
 - The traveler can only have a 15% tip on the meal (that is included in the meal allowance)
- Lodging is to be separated out by night in the lodging column
- If mileage is being claimed, the license plate number is required
 - Mileage can be claimed from duty station to destination, destination back to duty station
 - Must include a google map, if the destination is not on the list of mileage charts, provided on our website
- If the TR-1 is for an applicant or student, a non-state form is required (form is located on our website)
- Tips on taxi cannot be reimbursed

Please see our Travel Website for our training options.

