

Travel Services

Young Building Suite 202



479-356-2034 or 3502 Cindy Pratt, Travel Administrator

479-356-6209 or 3503 Dona Kirkpatrick, Travel Assistant

website: www.atu.edu/travel





Procedures FY 2018-19

All Official Functions

Need Non-State Forms

All Airfares

Need Agenda of Conference

Signatures

Departmental Copy of PO

Two signatures on TR1, Traveler and Supervisor

Moving Expense

Goes through Human Resources

Bob Freeman 479-968-0396 rfreeman18@atu.edu

Applicant Travel

All travel expenses are paid by applicant

Reimbursed with original signature and receipts



Requisitions done prior to travel date

- **After-the-Fact Memo** signed by supervisor stating why requisition was not done prior to travel date
- **Original receipts** turned in with TR1
- **Itemized** Meal receipts
- **Original signatures** on TR1, no copies
- Use **whole numbers** when doing mileage for TR1
- **Students traveling** on University business must be accompanied by a **University employee to act as a sponsor** for the trip
- **Email** travel@atu.edu for approval for Rental Vehicles
- All **International travel** is booked through Travel Services with VP approval
- An ATU employee **can not share expenses** with another ATU employee
- **No tips** for a Taxi
- ATU will reimburse whatever is **lesser for ATU**, comparing mileage over airfare



Reminder!

All Drivers must have a valid Driver License on file in Travel Services Office

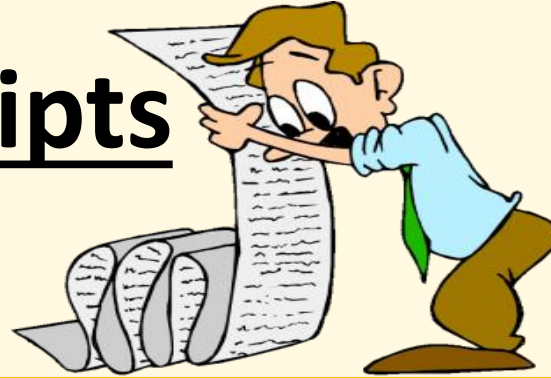
- Motor Pool drivers: ***21 years old***
- Enterprise drivers: ***25 years old for 12 passenger vans***

What holds up a Requisition?

- Waiting on Approval
- DL not on file
- After the Fact Memo
- Corrections to document text (5 W's)
- Wrong Vendor



Meal Receipts



Have to be itemized for reimbursement

- *Itemized meal receipts must be kept on file* in your department for 2 years for audits.
- 15% tip on all meals up to meal GSA meal allowance
- No longer \$5.00 IE
- Only get a tip if itemized receipt shows a tip



How to Calculate an itemized Meal Receipt



Meals Breakdown

Total	Breakfast	Lunch	Dinner	1 st and last day 75%
\$51.00	\$11.00	\$12.00	\$23.00	
\$54.00	\$12.00	\$13.00	\$24.00	
\$59.00	\$13.00	\$15.00	\$26.00	
\$64.00	\$15.00	\$16.00	\$28.00	
\$69.00	\$16.00	\$17.00	\$31.00	
\$74.00	\$17.00	\$18.00	\$34.00	

1st Day of Travel 75%

Houston , Texas \$59

Lunch \$15.00 x 75%= \$11.25 max

Check: \$13.98 without 15% tip



1st Day of Travel 75%

Houston , Texas \$59

Dinner \$26.00 x 75%= \$19.50 max

Check: \$13.98

15% tip: (2.10) only left \$2.00

Total: **\$15.98**

Neighbor's Mill
2090 W. Pleasant Grove Rd.
Rogers, AR 72758

8962 Amelia L

Chk 3004 10 Gst 0
Aug02'18 01:29PM

Dine In

1 *Salad Sampler	8.99
\$Smokey Raz	1.99
Chicken Salad	
Pumpkin	
XXXXXXXXXXXX8083	
MC	12.02
Subtotal	10.98
Tax	1.04
Payment	12.02

-----8962 Check Closed-----
-----Aug02'18 01:30PM-----

GSA Meal Allowance: Rogers, AR \$51.00
Lunch \$12.00 max

Check: \$12.02

No Tip: 0.00

Total: **\$12.00**



GSA Meal Allowance: Kansas City, MO \$51.00

Dinner \$23.00 max

435 Westport Rd
Kansas City, MO 64111
(816) 389-4180

9885 Kevin H

Tbl 13/1 Chk 1031 Gst 1
Aug01'18 05:47PM
*** Memo Check ***

Dine In

Seat:1	
1 Brickhouse	12.00
1/2 HH Small Truffle	2.00
*Bacon Aioli	
Subtotal	14.00
Sales Tax	1.55
06:22PM Amt Due	15.55

Thank You!

435 Westport Rd
Kansas City, MO 64111
(816) 389-4180

Date: Aug01'18 06:25PM
Card Type: MasterCard
Acct #: XXXXXXXXXXXXXXX8083
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: GIG008144417980
Auth Code: 122052
Check: 1031
Table: 13/1
Server: 9885 Kevin H

Subtotal: **15.55**

Tip: 2.33

Total: **17.88**

I agree to pay above total
according to my card issuer
agreement.

* * * * Customer Copy * * * *

*Thank
you*

