

PO # \_\_\_\_\_



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

## Actual Expense Reimbursement and Travel Certification Form

For travel performed as indicated on the attached travel reimbursement form, 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 travel reimbursement form and if the travel reimbursement 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