



ARKANSAS TECH
UNIVERSITY

Travel Services



Travel Services

Who We Are?

We are Travel Services for Arkansas Tech University at Russellville, Ozark, Career Center, and Lake Point.

We offer information on travel policies and procedures and customer service to assist you in navigating your travel planning and in the reimbursement process.

Our goal is to assist faculty, staff, and students with their travel needs.

We offer training opportunities in-person and online training coming soon.

We Audit Travel Reimbursement Forms, TR1 with compliance with the State of Arkansas and the Universities polices.



New TR1 form

Mileage Chart

GSA Sheets

TIME

Signature on Departmental copy of PO

for
Change

Actual Reimbursement form

Staying with a Friend form

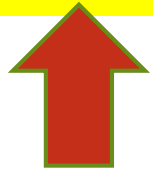
Travel Website



Complete a REQUISITION

Travel Services needs to know

COMMODITY CODE:
704100



Who
When
Where
Why
What



name of person traveling?
Date?
Location?
Reason for travel?
Paying for?



Before we update the REQUISITION into a PURCHASE ORDER

- ** Review requisition for 5 W's
- ** Get Approval from Academic Affairs, Admin/Fin or Athletics
- ** Driver Approval
- ** Rental Approval-written request for permission for rental, name of driver, dates of pick up, return, and location.
- ** Airfare-name as on DL, DOB, contact number, and a copy of your flight choice.





<https://www.atu.edu/travel/>



How can the Travel Service website assist you?

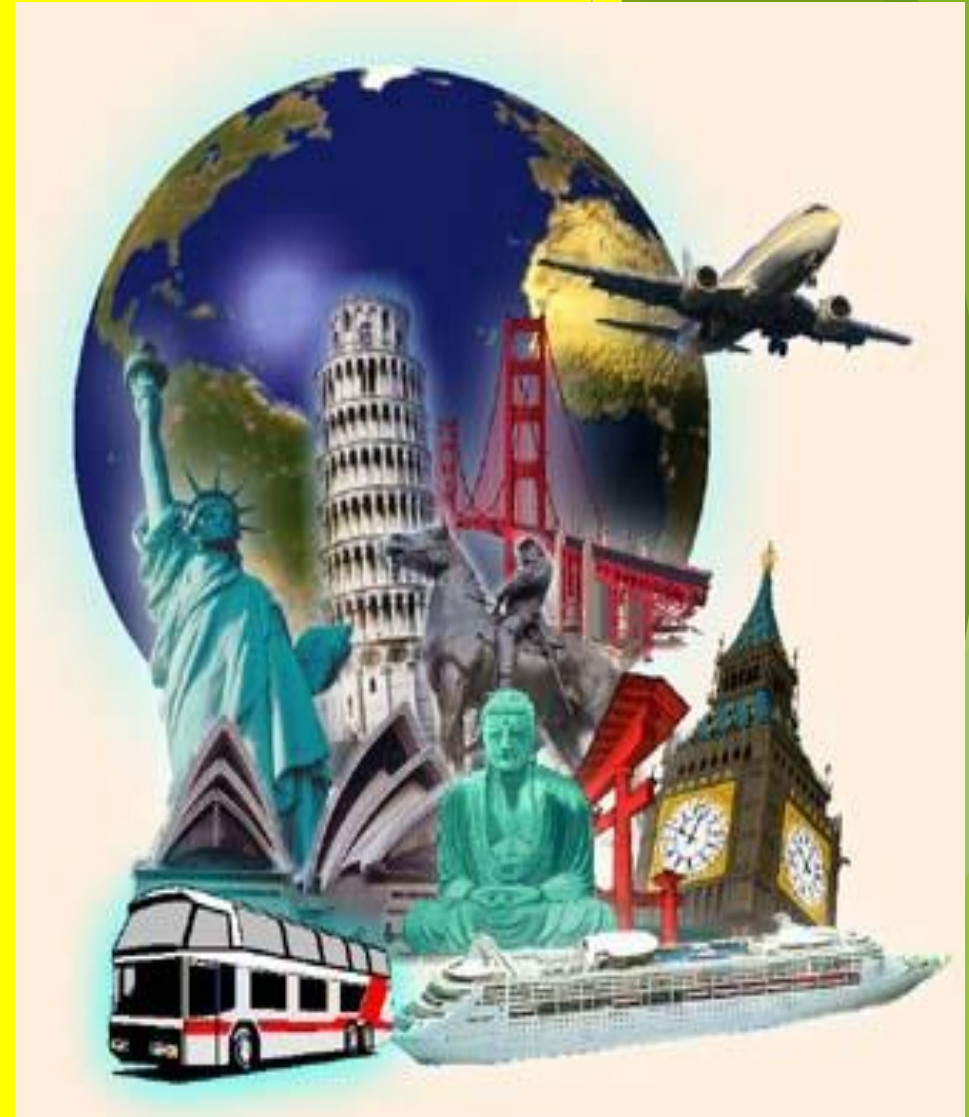
Travel Reimbursement Form-TR1
TR1 Instructions

GSA Meal Reimbursement Policy
75% on first and last day of travel
Meal/Lodging Per Diem Chart
Per Diem Rates

Travel Card (T-Card) Employee Agreement
Travel Card (T-Card) Manual

Mileage Chart

State of Arkansas Travel Regulations



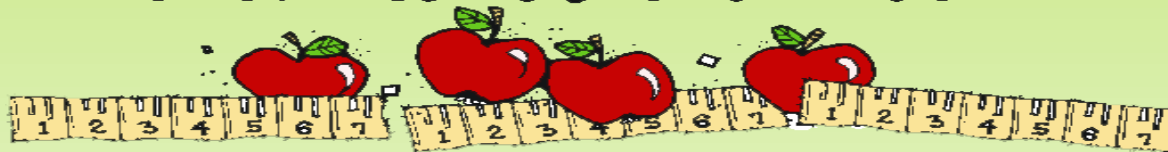
Coming soon to the website....

On-Line Training

&

Arkansas Tech Travel Polices

Know the Rules





Frequently Asked Questions

What is the Non-State Employee form and why is it necessary? The Non-State form is for a non-State employee or an official guest of the State, whose activities or services benefit the State and who may be allowed reimbursement for actual expenses for meals, lodging, transportation and incidental expenses when submitted on a TR-1.

Is a Google Maps print out necessary to turn in with the TR-1? The Google Map printout is required if you are not using the mileage chart to determine mileage for reimbursement.

Is the GSA print out necessary to turn in with the TR-1? The GSA is only needed if your destination is not on the GSA chart provided by the Travel Services Office.

Why is it necessary to complete the "Stay with a Friend/Family" form? This form is now included on the TR-1 at the bottom left corner. This information is required because state law mandates that if meal reimbursement is requested an overnight stay is required and if a hotel bill is not submitted, then ATU is responsible to keep a record of the overnight lodging details on file.

When will I receive reimbursement? If the TR-1 and all the correct back-up is provided, Travel Services will process within 2 working days. Then it will be sent to A/P for payment which should be processed within 2-3 working days. An incomplete or inaccurate claim will delay processing while the necessary information or documentation is obtained. Complete and submit your TR-1 as soon as possible upon returning back to work following your travel.

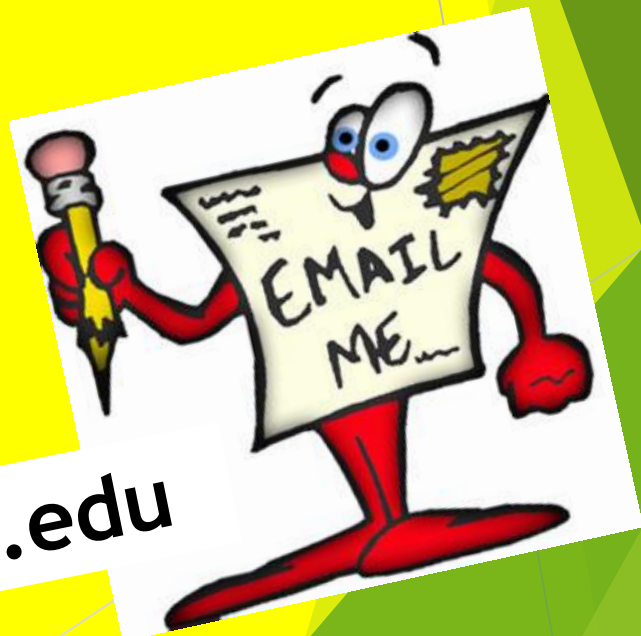


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