

New Requirements and Arkansas Tech Polices

Travel Services

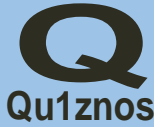
Young Building
Suite 102



New Requirements

- **Itemized Meal Receipts-keep on file for 2 years for audits (In-house audits any time)**
- **Tips on meals- ONLY get \$1.67 or 3rd meal \$1.66**
- **Two signatures on TR1 and TCard Transaction Log**
- **Signature on Purchase Order before submission**

Meal Receipt



Store #03741
Conway, AR

Server: Robert F
Printed By: Robert

ID: 184064#1 Jan 10, 18 12:52 PM

1	Pair Up Sub & Soup	\$7.00
1	RG FTN Drink[Regular]	\$1.90

Subtotal	\$8.90
Tax	\$0.80

Total \$9.70

Visa **\$9.70**

Change \$0.00

We want to hear from you Please
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feedback.quiznos.com

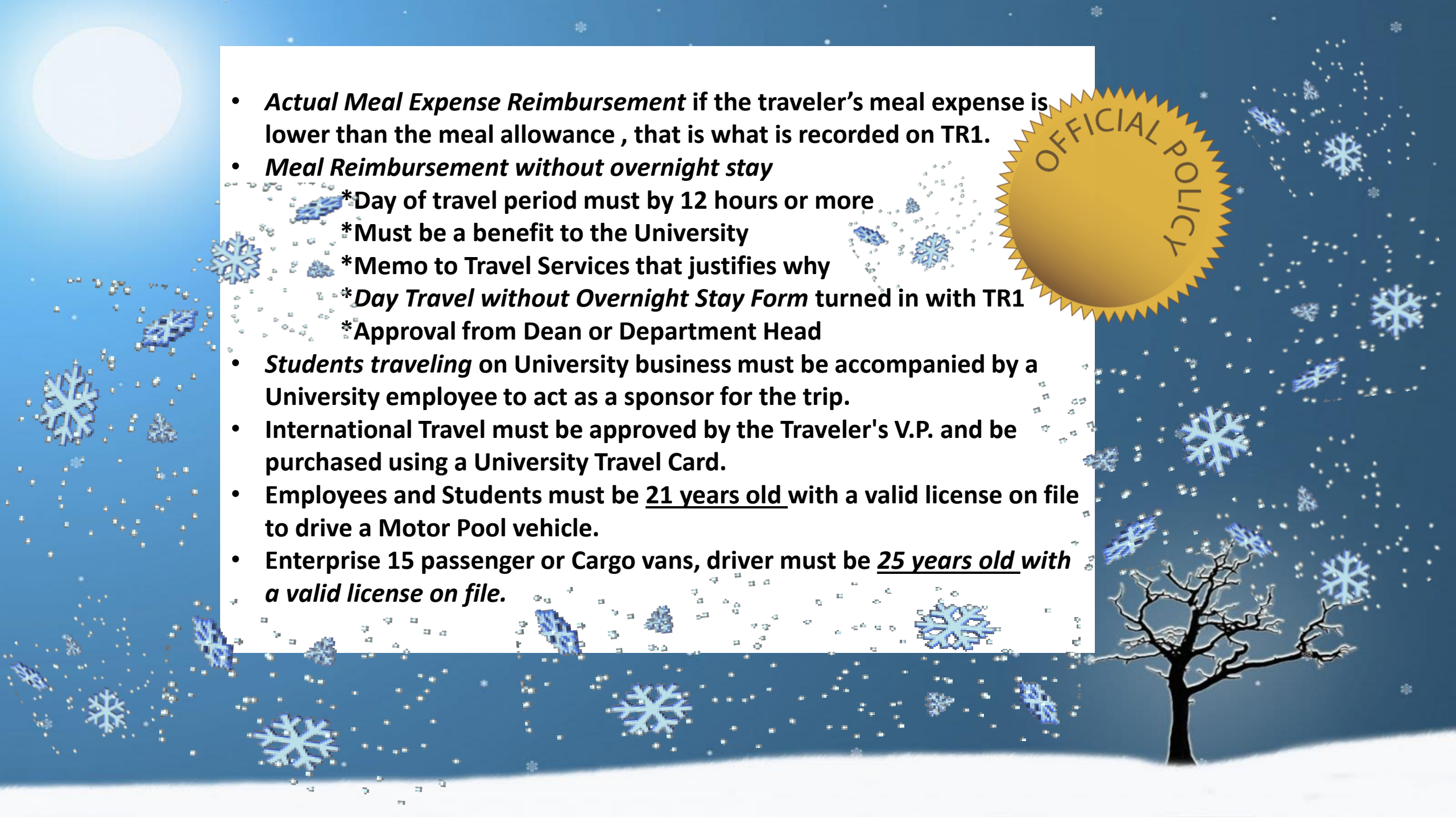

Per Diem for Conway on the Meal Chart is **51**

1st or Last day of travel is 75%
Max: \$10.25 for Lunch

Spent \$9.70 is only put down on TR1 for reimbursement

Tip: \$1.67 or \$1.66 for the last meal of the day



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- ***Actual Meal Expense Reimbursement*** if the traveler's meal expense is lower than the meal allowance , that is what is recorded on TR1.
 - ***Meal Reimbursement without overnight stay***
 - *Day of travel period must be 12 hours or more
 - *Must be a benefit to the University
 - *Memo to Travel Services that justifies why
 - ****Day Travel without Overnight Stay Form*** turned in with TR1
 - *Approval from Dean or Department Head
 - ***Students traveling*** on University business must be accompanied by a University employee to act as a sponsor for the trip.
 - International Travel must be approved by the Traveler's V.P. and be purchased using a University Travel Card.
 - Employees and Students must be **21 years old** with a valid license on file to drive a Motor Pool vehicle.
 - Enterprise 15 passenger or Cargo vans, driver must be **25 years old with a valid license on file.**



Reminders....

- **Requisition in place prior to travel**
- **Before using TCard have a Purchase Order**
- **E-ticket on airfare**
- **Zero balance on lodging**
- **No TIP reimbursement for a taxi**
- **Need original receipts and signatures**
- **Written approval for rental vehicles**



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

What holds up a TR1 reimbursement?

- Signatures
- Non-State form
- No e-ticket on airfare
- No zero balance on lodging
- Conference Registration information
- Agenda of Conference
- Google Map



Website: www.atu.edu/travel



**Contact
Us!**

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