**UNIVERSITY TRAVEL INFORMATION**

One-on-one training is now being offered by the Travel Office. If you are new to ASU or would like a review of travel policies, contact your Travel Representative to schedule a time which would be convenient for you.

A few tips/reminders for processing Travel Authorizations (TAs) and Travel Reimbursements (TR1s) for the new Fiscal Year are listed below; contact us with additional questions.

1) State laws require drivers participate in the Vehicle Safety Program if they will be driving on behalf of ASU. If you/others in your department have not completed the VSP forms they may be found at <http://www.astate.edu/dotAsset/267950.pdf>. A copy of the driver’s license must be attached.

2) Students must complete a Consent/Waiver form found at <http://www.astate.edu/dotAsset/260709.pdf> for all travel away from campus. This form should be attached to the student’s TA or the TA of the person they will be traveling with.

3) Addresses must be complete with town, state, zip code, etc. on all travel documents. Advances or reimbursements cannot be processed without a complete address.

4) Budget available balances should be checked before sending TAs/TR1s to the Travel Office.

5) Receipts are required for all expenses except for individual **employee** meals. Receipts are required for group meals, business meals, and student meals.

6) The state allows a **maximum tip of 15% on meals only**. Including the tip the maximum daily per diem cannot be exceeded. When a tip is paid on group or business meals, the host/hostess must initial the receipt which should include the tip amount. The initialed receipt should be attached to the TR1 for the tip to be deemed reimbursable.

7) All out of town travel must be approved by a TA with appropriate signatures. Original TAs should be received in the Travel Office. A copy of the TA should accompany the on-line requisition backup documentation directed to the Procurement Office.

8) When submitting TR1s for visiting guests, consultants, interviewees, etc. you must include the last four digits of their social security number in the ASU ID field. An ASU ID# will be assigned to them once their travel is processed.

9) The travel website is available below where you will find a link to the travel forms, per diems, etc.

<http://www.astate.edu/a/finance-admin/travel/forms/>