

Travel Step by Step Summary

Arkansas State University
Travel Office – 972-2024

STEP 1

Before you travel.....

- Seek approval to travel (from department, sponsored programs, etc.)
- Apply for Business Travel Card if desired*
- Complete Vehicle Safety Forms VSP1 and VSP2 (Note special instructions for students AND attach a copy of your driver's license)*
- Complete Travel Authorization (TA) *
- Locate per diem rates for destination *
- Request "Special" for lodging when appropriate (on TA)*
- Apply for "Travel Advance" on TA (50% of **meals and miscellaneous only** AND travel office **MUST** receive request TEN days prior to leave date)*
- Locate allowable mileage*
- Check for international travel warnings/health alerts on the web**
- When anticipating renting a vehicle, attach a statement of explanation to the TA for approval by the travel office

STUDENT GROUP ADVANCES

- Will be issued to the Sponsor – (90 % of meals and lodging is allowed)
- Apply for "Travel Advance" on TA - travel office **MUST** receive request TEN days prior to leave date)*
- A list of students must be attached to the TA*

STEP 3

When you return....

- Prepare Travel Reimbursement (TR1) listing expenses that will not be reimbursed by other funds (not allowed: personal expenses, entertainment expense, meal per diems when meals are provided by conference, tips, etc)
 - Attach required receipts/proof of payment, conference schedule, etc.
 - Tape small receipts securely to separate piece of paper, staple to TR1 form
 - If submitting a TR1 for International travel, attach a conversion sheet to cash receipt being claimed*
 - Submit in a timely manner
 - Travel Advances must be repaid within 30 (thirty) days of return of trip

STEP 2

During your trip....

- Keep all receipts (except for food) (Common carrier, car rental, gas, taxi, parking, shuttle, etc.)
- Keep conference schedule (showing all meals which are provided)
- Obtain "zero balance" hotel bill

STUDENT GROUPS

- All receipts must be obtained for student groups **including** meal receipts
- Students must sign a log if cash is received for meals-this log will serve as a receipt for reimbursement

Bookmark these websites....

- *ASU Travel Web site: <http://finance.astate.edu/travel>
- **International health-related alerts: www.who.int/mediacentre/news/notes/2004/en/
- **International travel warnings: www.travel.state.gov/