ATSU TRAVEL FORMS

TRAVEL ADVANCE:
1) This form is used to request funds prior to the travel date. (i.e. airfare, registration fees, out-of-pocket cash) It must be submitted to the Controller’s office no later than end of business day Monday, for the check to be cut on the following Wednesday. (Arizona employees should allow time for mail delivery).
2) Two signatures are required for payment – person traveling and his/her supervisor.

TRAVEL EXPENSE REPORT:
1) This should be submitted within 10 days after return from trip.
2) The online form will automatically calculate the balance as the amounts are entered. If a credit card is used for travel expenses, please note whose credit card was used.
3) Two signatures are required for payment - the traveler and his/her supervisor.

DAILY MILEAGE REPORT:
1) This form is used for mileage reimbursement only by employees that use their car routinely on company business.
2) This form should be completed once a month.
3) Please remember to PRINT YOUR NAME in the designated area.
4) Two signatures are required for payment – the traveler and his/her supervisor.

Please contact Gretchen Middleton at gmiddleton@atsu.edu or 660.626.2325 if you have any questions.