Travel Procedure

Request and Authorization to Travel (RAT)

Get a RAT form **_signed_** prior to making any travel arrangements. The RAT **_must_** contain an approved index. Keep a copy and submit your original RAT to the Cashier along with any applicable agendas or professional development agreements. Include a copy of the signed RAT with all travel expense forms. Per diem advances must be requested 2-3 weeks in advance. No receipts are necessary at this stage.

Will you use a Procard?

YES

I am using my Procard
Complete a Purchase Form for all travel related charges on your Procard. Submit the Purchase Form to the Cashier with original **_itemized_** receipts and a copy of the RAT. Keep copies to include with your final Travel Expense Report.

YES

Someone else will make arrangements for me
Complete a Purchase Form for all travel related charges on your Procard. The purchase form needs to contain the name of the traveler **_and_** the name of the cardholder. Submit the Purchase Form to the Cashier with original itemized receipts and a copy of the RAT. Keep copies to include with your final Travel Expense Report.

NO

I don't have/need a Procard
All lodging, rental cars, and airfare must be purchased using a Procard. If your travel requires a Procard you **_must_** apply 6 weeks in advance in order to receive your card prior to travel. If your travel does not require a Procard skip this step

Will you be using Motor Pool?

YES

Yes, I need a motor pool vehicle
You **_must_** contact motor pool, reserve the most cost effective vehicle and note the beginning and ending odometer readings. Upon returning the vehicle, you **_must_** obtain an orignal trip ticket, this is your receipt. Keep a copy of the trip ticket and submit the original with your Travel Expense Report.

NO

No, I don't need a car

NO

No, I will be using my own car
You will be reimbursed at the current state low rate per mile unless you can provide a substantial argument for using your own car, ie: a disability, motor pool not available, etc.

Travel Expense Report (TER)

Upon completion of your travel you need to fill out the Travel Expense Report itemizing all expenses related to the trip. You **_must_** include an authorized index. Any Procard charges must be submitted with a Purchase Form (see "Will you use a procard?" above). Attach copies of all your receipts and submit the Travel Expense Report to the Cashier.