

INSTRUCTIONS FOR COMPLETING TR-1

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- Name of Payee - Enter the name of the traveler.
- Travel Number - Enter the purchase order number for the travel requisition.
- Department Name- Enter the name of the department to pay the claim.
- Department FOAPAL – Enter the department index and account number.
- Official Station - Enter school and city.
- Private Vehicle License # - Enter the license number of the private vehicle driven if mileage is being claimed.
- Campus Phone Number - For UCA employee list campus phone number. For Guest of State list phone number where question can be ask if needed.
- Campus Address - For UCA employee list only campus address. Your check will be mailed to campus address that is listed here. For Guest of State list the place of residence.
- Email Address – Enter an email address where the Travel Office may contact you.
- UCA Employee – Enter “YES” or “NO.”
- If No List Employer – Enter the name of the Guest of State employer
- Mode of Travel – Enter mode of travel, for example, UCA vehicle, personal vehicle, train, airplane, etc.
- Departure Time – Enter the time you left UCA or your residence, whichever is applicable. Enter it in either military time or make sure you include AM & PM.
- Return Time – Enter the time you returned to UCA or your residence, whichever is applicable. Enter it in either military time or make sure you include AM & PM.
- Are phone charges listed below business related? - Enter “YES” or “NO.” Only business related phone charges are reimbursable.
- Amount of the Advance – If you receive an advance enter the amount, if not leave blank. Advances are not issued on airfare, lodging or registrations.
- Special Lodging Authorization (Total room rate- See UCA Travel Regulations) – The state regulations states that lodging cost exceeding the rates listed at the federal per diem rate website may not be paid without authorization by the administrative head of the agency or her/his designee and must include a justification as to why it is in the best interest of the university to exceed the standard reimbursement. Therefore, if your hotel rate exceeds the federal per diem rate you must enter the cost of the hotel, the number of days requesting Special Lodging, and a justification.
- Comments – Enter any additional information that is relevant to your trip. Such as what charges were paid for on Ghost Card.

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- Date - Enter the dates of travel.
- Name of Town Visited - Enter the towns where expenses were incurred.
- Common carrier - Example: airfare not paid with purchase order or UCA Ghost Credit Card.
- Hotel Room – lodging not paid with purchase order or UCA Ghost Credit Card. The traveler must show the amount of the room and the amount of the tax (instead of the tax percentage) separately on the TR-1. Note that the amount of taxes allowable to be claimed is prorated on the maximum allowable room rate. For example, a hotel room that costs \$100.00 per day and has a tax rate of 10% would cost the traveler \$110.00. With a maximum lodging allowed rate of \$70.00, the reimbursable amount to the traveler would be \$70.00 plus 10% tax rate, or \$7.00 of taxes, for a total of \$77.00. Hotel/motel room receipts MUST be itemized, showing room rate and tax amount for each night spent. Receipts showing only the total cost will not be acceptable.
- Meals – only claim actual expenses up to the allowable amount for the traveler. No receipts required. (Guest of State meals must be entered as incidentals and must have itemized receipts unless the Guest of State completed his own Travel Request).
- Per Diem (This is not applicable to travel at UCA.)
- Taxi – no receipts required.
- Incidentals - must have itemized receipts for all incidentals.
 1. Postage - Official business only.
 2. Parking fee.
 3. Registration fee.
 4. Emergency car repairs - N/A (If you are in a UCA vehicle, any repairs should be charged to the motor-pool account).
 5. Guide service for the blind.
 6. Minor purchases - For official business only.
 7. Meals for State Guests.
 8. Other – Explanation must be given.
- Phone Calls – Must state on TR-1 form official business.
- Total Per Day - Will automatically calculate.
- From and To - Enter the point travel began and concluded. Show vicinity miles separately.
- Mileage Driven - Enter the map mileage between the points listed. The official mileage will come from the Rand McNally website at www.randmcnally.com selecting the shortest route.
- Rate Per Mile - \$0.35 cents per mile.
- Amount Claimed - Will automatically calculate.
- Hotel Tax - Should be listed separately on your hotel/motel itemized receipt.
- Sub-totals - Will automatically calculate.

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- Total for Mileage - Will automatically calculate.
- Signature of Travel clerk - **Accounts Payable Travel use only.**
- Signature of VP if expenses exceed 10% of the Travel Request.
- Signature of Traveler
- Title - Traveler title