

Request No. _____
 Completed by Business Office.

REQUEST FOR TRAVEL

Texas A&M University – College of Architecture

Note: If requesting faculty development funds, please attach a copy of acceptance letter/email and abstract copy.

Universal Identification Number: _____ **Type of Travel:** Foreign Domestic

Name, Title & Dept: _____

Address if Non-Employee: _____

Dates of Travel: _____ to _____

Origin & Destination: _____

Purpose of Trip: _____
(i.e. research, presentation, personal)

Benefit to TAMU: _____

Accompanied by: _____

Student Travel: Yes No **CIRT Information Entered By:** _____ **Date:** _____

Estimated Expenses:	Est. Amount
Air Fare:	
Registration Fee: (Membership fees <u>not</u> allowed)	
Hotel: (Itemized receipts required)	
Meals: (Itemized receipts required for student travel)	
Mileage: Texas Mileage Guide	
Car Rental: Contract Car Rental (Itemized receipt required)	
Other: (Itemized receipts required)	
Total Request:	

Travel Advance Requests:

- For TAMU funding, complete the [TAMU Travel Advance Request](#) (Not eligible for advance if traveling more than twice within the same fiscal year) [Individual Corporate Travel Card](#)
- For TEES funding, complete the [TEES Travel and Advance Request](#)

Funding Source	Award Amt	Account #	Approval Signature	Printed Name	Date
Department (If \$0.00, indicate & sign)	\$				
International committee	\$				
TEES (Must also Complete TEES T&L)	\$				
Other (<i>i.e. Start Up – see policy, research, center</i>)	\$				

_____ Traveler's Signature (<i>Required</i>) Date	_____ Department Head Signature (<i>Required</i>) Date
_____ Dean's Signature (<i>Required for foreign travel</i>) Date	