

TRAVEL APPLICATION

Name: _____

Departure Date: _____ Arrival Time: _____

Return Date: _____ Departure Time: _____

Destination City/State: _____

If foreign travel, what country: _____

Account Numbers: _____

Grant Money: **Yes** **No**

Airfare Advance: **Yes** **No**

Advance Registration: **R.I.** **Credit Card**

Planned Trip Expenses:

Airfare	Gas	Hotel
Rental Car	Taxi	Parking
Meals	Internet	Registration
Personal Auto Mileage		

Other: _____

Are you claiming personal mileage?
Yes **No**

Are you taking vacation on this trip?
Yes **No** Dates of Vacation: _____

Purpose of Trip:

Travel between Campuses	Attend Conference
Continuing Education	Present Paper
	Other

Who will be teaching your classes?

Course	Day	Time	Who
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approval Date: _____
Approved By: _____

Air Reservations:
Yes **No**

Departure City: _____
 Arrival City: _____
 Departure Date: _____
 Departure Flight Time: _____
 Morning
 Afternoon
 Evening
 Other: _____
 Return Date: _____
 Return Flight Time: _____
 Morning
 Afternoon
 Evening
 Other: _____

Hotel Reservations:
Yes **No**

Check-In Date: _____
 Check-Out Date: _____

Car Rental:
Yes **No**

Pick Up Time: _____
 Return Time: _____



Travel Explanation: (Please do not use acronyms) _____

Please explain how Texas Tech University will benefit from this travel.