



TEXAS TECH UNIVERSITY

Department of Agricultural  
Education and Communications™

## Travel Application

Name: \_\_\_\_\_

Requesting department funds: ☐ Yes ☐ No ☐ Zero CostGrant Account ☐ Yes ☐ NoDepartment Account ☐ Yes ☐ No

Account Number \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Destination City and State: \_\_\_\_\_

If foreign travel, what country: \_\_\_\_\_

Purpose: Attend Conference ☐ Continuing Education ☐ Present Paper/Poster ☐ Other ☐

Travel Explanation/How does this benefit TTU. (Please do not use acronyms)

What: \_\_\_\_\_

Why: \_\_\_\_\_

Does this trip include personal/vacation leave? ☐ Yes ☐ No If yes, dates: \_\_\_\_\_

Estimated travel cost:

| Expense  | Cost | *Advance Requested |
|--|------|--------------------|
| Airfare <input type="radio"/> Yes <input type="radio"/> No         |      |                    |
| Round trip <input type="radio"/> Yes <input type="radio"/> No      |      |                    |
| Luggage Fee <input type="radio"/> Yes <input type="radio"/> No     |      |                    |
| Airport Parking <input type="radio"/> Yes <input type="radio"/> No |      |                    |
| Hotel <input type="radio"/> Yes <input type="radio"/> No           |      |                    |
| Meals <input type="radio"/> Yes <input type="radio"/> No           |      |                    |
| Other:   |      |                    |

| Expense  | Cost | *Advance Requested |
|--|------|--------------------|
| Conference Registration <input type="radio"/> P-Card <input type="radio"/> Credit Card |      |                    |
| Rental Car <input type="radio"/> Yes <input type="radio"/> No                          |      |                    |
| Rental Car Gas   |      |                    |
| Personal Mileage <input type="radio"/> Yes <input type="radio"/> No                    |      |                    |
| <input type="radio"/> One-way <input type="radio"/> Round trip                         |      |                    |
| Taxi <input type="radio"/> Yes <input type="radio"/> No                                |      |                    |
| Other:   |      |                    |

\*If requesting an advance please attach a copy of the receipt.

Comments regarding trip :

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Travel Application due to office personnel no later than 2 weeks/ Domestic and 40 days/ International, prior to departure. No International travel arrangements (flight/hotel reservation) can be made until approval is received. This trip requires Federal Export Control form.

Approval initials: \_\_\_\_\_

(office use only)