

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
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Airfare Advance:	Yes	No
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Advance Registration:	R.I.	Credit Card
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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:	Attend Conference
Travel between Campuses	Present Paper
Continuing Education	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.