

**DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
APPLICATION FOR TRAVEL**

(SUBMIT PRIOR TO TRIP FOR ALL TTU OFFICIAL TRAVEL, INCLUDING NO-COST TRAVEL)

NAME: _____

R#: _____

(NOT SSN #)

Purpose of Trip & Benefit Statement: (State the purpose of the travel, noting any projects directly related to the grant if grant funds are being used, and explain why the trip is necessary and the benefit to TTU. If presenting research, please give the name of the conference or organization, the nature of the meeting, and title of the paper.)

Benefit: This trip will benefit Texas Tech University as knowledge gained will be incorporated into teaching and research.

Purpose: **Attend Conference** **Travel between Campuses** **Present paper** **Continuing Education** **Other**

DESTINATION: _____ DEPARTURE: _____ RETURN: _____
(City) (State) (Date & Time) (Date & Time)

Any personal leave vacation planned in conjunction with this trip? _____ If yes, state dates & times: _____

Emergency contact information during leave: _____

_____ (Name) will be teaching CHEM _____.

ESTIMATED EXPENSES: **OR IS THIS A "NO COST" TRIP?** **YES** **NO**

Lowest airfare*: _____

Mileage: _____

List total miles: _____

Food: _____

If not using per diem, an itemized receipt with the credit card receipt is required.

Hotel*: _____

Conference Hotel? Yes No

Rental car*: _____

Gasoline*: _____

Taxi*: _____

Parking *: _____

Registration fee*: _____ This can be paid on a P-Card. Must provide documentation that shows name, date and location of conference.

FOP: _____

DO YOU HAVE A STATE OF TEXAS TRAVEL CARD? Yes No

(If yes, you are not qualified to receive a TR. Cash advance will only be available if providing your credit card statement with application.)

WILL YOU NEED ASSISTANCE PURCHASING AIRFARE OR A RENTAL CAR? Yes No

Please indicate what you need a cash advance for: **Airfare** **Hotel** **Per Diem** **Registration Fee** **Other**

[In order to qualify for a TR or cash advance you must not qualify for a corporate card. You must provide at least 10 days advance notice if you plan to use a TR. *If* you are travelling on Southwest Airlines, you must use SWABIZ to get a TR. The cash advance is limited to 90% of state hotel rate + tax, per diem minus those meals included in registration fees, and up to \$50 for taxis.]

Supervisor _____ Date _____ Account Manager _____ Date _____

PhD Advisor _____ Date _____ Traveler _____ Date _____

(if different from supervisor)

If limit on expenses, please list total here \$ _____

2/3/2014

* Please turn in all original receipts along with a Travel Voucher Cover Sheet promptly upon your return.