

Travel Request Form FY23



TEXAS TECH UNIVERSITY
College of Education™

Name: _____
 Destination: _____ Origin Point: _____
 Dates of Travel: _____ Personal Leave: _____
 Time of Departure: _____ Time of Return: _____
 Person Responsible for Admin Duties while away: _____
 Person Responsible for Classes while away: _____

Int'l Travel?	Yes	No	International Travel Must Be Approved By OIA 30 Days Prior
International Travelers MUST Complete Section III			

Travel Explanation
Provide a clear business purpose for the trip.
Describe the benefit to the University. If attending a conference, provide the name of the organization (no acronyms) and include the conference documentation that includes hotel and registration information. If presenting research, provide the name of the paper.

Section I: Funding Source(s)
All State Funded Travel (11XXXX - 14XXXX Funds) Must Utilize A State Individual Bill Travel Card
Grant Funded Travel MUST Complete Section II

Funding source: _____ Advance: _____
 Fund: _____ Orgn: _____ Prog: _____ Fund: _____ Orgn: _____ Prog: _____
 2nd FOP, if needed

Estimated Costs			
	Rate:	Days:	Total:
Airfare: _____			
Rental Car: _____			
Taxi: _____			
Parking: _____			
Registration: Use Pcard only			
Rental Car Gas: _____			
Meals: _____			
Hotel: _____			
	Rate:	Miles:	Total:
Mileage _____			
Other: _____			

** Select here for Mileage comparison page **

Total Estimated Cost: \$

Section II: Grant Funded Travel Only

List Grant Name Below:

Describe the benefit to the grant and TTU

Section III: International Travel Only

List All Destinations: (All Cities/Countries that will be Visited)

Destination Contacts: (Conference Planner, Travel Agent, University, Faculty, etc.)

Destination Affiliations: (Institute, Company, University, etc.)

Business Equipment/Supplies: