

APPLICATION FOR FACULTY TRAVEL
TEXAS TECH UNIVERSITY

Date: _____

Name: _____

TTU Identification Number: _____

Position: _____

Program: _____

Period of Leave: Departure Time: _____

Departure Date: _____

Return Time: _____

Return Date: _____

Destination (City, State): _____

Mode of Transportation: _____

Full name of conference attending, if applicable: _____

Purpose of leaving (Explain why the trip is necessary for the use and benefit of Texas Tech University and/or if required in performance of duties of position held. If to present original research, give name of learned society, nature of meeting, title of paper, publication plans and their status. List other pertinent data supporting application.)

Is vacation or other leave to be taken with this trip?

TTU Admin. duties to be cared for by: _____

If yes, specify the dates of leave and file leave on RaiderLink. From _____
To: _____

TTU Teaching duties to be cared for by: (Include Course-Section, meeting time/days and individual responsible for the class(es).

Expenses requested from University-administered sources:

FOP (Account) Name: _____

FOP (Account) Name: _____

FOP (Account) Number: _____

FOP (Account) Number: _____

Org. (Account) Manager: _____

Org. (Account) Manager: _____

ESTIMATED TRAVEL EXPENSES

DEPARTURE INFORMATION

Name of Airline	Flight #	Time of Departure	Time of Arrival

RETURN INFORMATION

Name of Airline	Flight #	Time of Departure	Time of Arrival

Rental Car Agency	
Hotel Name & Phone Number	

EXPENSES

Airline Ticket		Comment	
Taxi		Comment	
Rental Car		Comment	
Personal Car Mileage (\$0.55 per mile)		Comment	
Hotel		Comment	
Parking		Comment	
Registration (please note if registration was already paid on pro-card)		Comment	
Meals (Ask for itemized meal receipts. You will be reimbursed for the lesser of the actual receipts, not including alcohol, or per diem.)		Comment	
Other Expenses		Comment	
TOTAL ESTIMATED COSTS			

Comments: