

Graduate Assistant – Travel Application

(Please submit the completed form to Michaela Crumpler (michaela.crumpler@ttu.edu) via email)

Name: _____ Event Name: _____

Start Date: _____ End Date: _____ Destination City & State or Country: _____

Will the trip include personal/vacation leave? _____ If yes, dates: _____ to _____

Purpose: _____ If attending a conference, will you be presenting? _____

Are you requesting departmental or grant funds to support this travel? _____

If requesting grant funds, please complete the below:

- Have you received faculty approval to use grant funds? _____
- If yes, please provide the grant FOP: _____

List any other sources of funding (grad school, AECGO, etc.)? _____

Estimated Travel Cost*:

Expense	Cost	Funding Source Requested	Expense	Cost	Funding Source Requested
Airfare			Taxi/Uber		
Meals			Parking		
Hotel			Rental Car Fuel		
Rental Car			Luggage Fee		
Personal Mileage			Other		

Please answer the below for **international travel only**:

List <u>ALL</u> destinations: (All cities/countries that may be visited on this trip including the city listed above.)	
Destination Contact: (Conference planner, travel agent, university faculty, etc.)	
Destination Affiliations: (Institute, company, university, etc.)	
Business Equipment & Supplies:	

Comments:

***Please do not purchase airline tickets or prepay for travel expenses until funding is approved.**

Travel application is due to office personnel no later than **2 weeks/domestic** and **40 days/international**, prior to departure. No international travel arrangements (flight/hotel reservations) can be made until approval is received.