



Travel Application

(Please submit the completed form to Amanda Garcia (amanda.m.garcia@ttu.edu) via email or deliver to 103A)

Name: _____ R# _____

Account Type: _____ Account Number: _____

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

Purpose: _____

Travel Explanation/How does this benefit TTU? (Please **do not** use acronyms).

What:	
Why:	

Does this trip include personal/vacation leave? _____ If yes, dates: _____ to _____

Estimated Travel Cost:

Expense	Cost	Expense	Cost
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:

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*If requesting an advance, please attach a copy of the receipt. Advances can only be given for pre-paid expenses.

**Conference registration must be paid on p-card.

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.