

APPLICATION FOR OFFICIAL TRAVEL

Department of Biological Sciences

DATE _____

Name: _____ **** **R No.:** _____ ****

Job Title: _____ Period of Leave: From:

Mo	Day	Year

 To:

Mo	Day	Year

Purpose of leaving (Explain why 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 or poster, publication plans and their status. List other pertinent data supporting application.)

Mode of transportation: _____ Address During Leave: _____
(Air, Personal Vehicle, Dept. Vehicle) City & State

**IF YOU ARE FLYING, YOU MUST PROVIDE YOUR FULL NAME AS IT APPEARS ON YOUR DRIVER'S LICENSE/
 PASSPORT AND YOUR DATE OF BIRTH. TICKETS CANNOT BE ISSUED WITHOUT THIS INFORMATION.**

Is a Vacation or other leave to be taken with this leave? _____ If yes, specify dates: _____
 Yes: _____
 Lodging: _____ nights @ _____ per night = _____ Gas: _____ Airline ticket: _____ No: _____
 Car Mileage: _____ miles @ .50/mile Taxi: _____ Other: _____
 Car Rental: _____ days @ _____ per day = _____ Registration: _____
 Meals (per diem) _____ days @ _____ per day = _____ Parking: _____ through _____
 _____ Date _____ Date

Indicate below the estimated costs:

ACCOUNT NUMBER	ESTIMATED COST	ADVANCE ?
1. _____	\$ _____	\$ _____ Up to 90%
2. _____	\$ _____	Travel Card Advance Yes _____
TOTAL ESTIMATED COST	\$ _____	TR for Airline Ticket? Amount: _____

Important Travel Rules:

- Complete the Travel Application **before** taking the trip.
- You will be reimbursed for **your** travel expenses **only**. Do not expect to be reimbursed for someone else's expenses.
- **Lodging receipts** must have itemized daily room rate and tax rate. When two or more people share a room, an itemized receipt showing the daily room and tax rate is needed for each person's shared expense. For example: if you stay 2 days, you cannot claim one day and your roommate claim the other. You must claim 1/2 of each day. Ask the hotel to accommodate your needs when you check in. Don't wait until you check out. When one employee (Emp. A) pays for more than his/her own hotel room, that employee must sign a statement that the other employees (Emp. B,C) have paid him/her (Emp. A) for their hotel rooms. That statement must then be included, along with the copy of the lodging receipt, in each of the travel vouchers for the employees (Emp. B,C).
- **Per diem:** Per diems are available for foreign and domestic travel. They do vary from state to state and country to country so please check with Lanita on the amount of the per diem in the area you are traveling to.
- **Rental Car:** Avis, & Enterprise have a contract with the state of Texas and you do not have to purchase additional insurance. The state contract number is 00733 or 733 if needed. You will not be reimbursed for rental car insurance with any agency.

- **Airline Tickets:** If your airline ticket is being paid with a TR, a receipt still has to be submitted after the trip.
- **After Trip:** Turn in the Travel Voucher form to Lanita with all the actual expenses listed including the Date and Time you left and returned to Lubbock.
- **All receipts** must be original. If in a foreign language, please note what the receipt is for in English. Please also note if the receipt is in a foreign currency and not in US dollars.