



Travel Application Aide

- Travel Application is used to generate and submit a Travel Pre-Approval form so that expenses can be encumbered for a trip. **Pre-Approval Travel forms must be submitted and approved prior to the trip taking place**
- Domestic travel, please submit at least ten (10) days prior to first travel day.
- International Travel, please submit at least thirty (30) days prior.
- International travel **requires** approval from the [Office of International Affairs](#).

To access the form

Go to TTU ChemE Website>Student Resources>Forms>Graduate>Travel Application Form

[Travel Application Form](#)

Filling out the form (Make sure you enter an answer in all the fields)

Your name will be auto populated once you log in and access the form

Traveler Name:

Trip dates

Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)
Will you be taking vacation/days off during trip? Yes ☐ No ☐
If yes, what dates

- Trip dates should be from the day you depart until the date you return.
- If you will be taking vacation during this trip, make sure you note these dates in the section provided.

Please note, TTU funds cannot be used on expenses incurred during vacation days.

Originating Locale/Destination

Originating Locale	Destination
City <input type="text"/>	City <input type="text"/>
State <input type="text"/>	State <input type="text"/>
Country <input type="text"/>	Country <input type="text"/>
Will this be a multiple city trip? Yes <input type="radio"/> No <input type="radio"/>	
If yes, please list all cities being visited	<input type="text"/>

- Enter the city, state and country (if outside of the US) into this section.
- If you will be traveling to multiple cities for TTU business/activities, please list each city in section provided.

FOP (Account that expenses will be encumbered from)

FOP: (expenses encumbered from)

- Please enter the FOP that you would like all of your expenses to be encumbered from. If needed, more than one FOP can be entered.
- Students: Please discuss with your PI which FOP you will need to use.

PI/Supervisor Name

PI/Supervisor Name

- Faculty: please enter Dr. Khare's name
- Students: please enter your PI's name

Advance Request

Will you be requesting an Advance?

☐ Yes ☐ No

- An advance, from the encumbered FOP, may be requested for an upcoming trip.
- Advance Requests must be submitted, via the Pre-Approval, and approved by the traveler and supervisor a minimum of five (5) business days for domestic travel, and thirty (30) for international travel.
- Pre-Paid Advances include lodging and airfare.
- Cash Advances can be used for lodging, per diem meals, ground transportation and miscellaneous items up to \$100.00. Traveler will be granted 90% of the expense, the remaining amounts will be reimbursed after expense report has been successfully completed.

Purpose

Purpose:

Attend Conference

☐

Continuing Education

☐

Present Paper

☐

Other

☐

Travel Explanation / Comments:

- Check off the purpose of your travel, more than one box can be checked off.
- In the text box please comment briefly what the trip is for e.g. Present Poster, Attend annual AIChE Conference, receive award on behalf of lab, etc.

Estimated Expenses

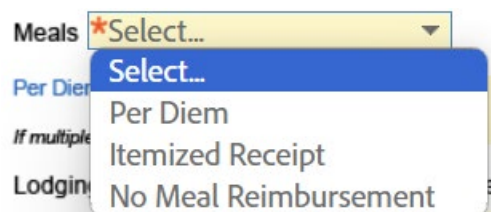
- In this section there are many possible options, but not all of them may apply. If they do not apply to your particular trip, please enter “N/A” in the provided section.
- All entries must be numerical/US dollar amounts, unless a text box is provided for explanation

Airfare/Plane Tickets

Airfare/Plane Tickets

- Airfare must be Coach/General Seating. Upgrades to First/Business class are prohibited on TTU Funds.
- Please include baggage fees in this estimate.

Meals



- Meals **will NOT** be reimbursed if the hotel or conference provides a meal, for example Continental Breakfast, Working Lunch, or Reception/Company Dinner.
- Indicate if meals will be an allowed reimbursement. **Students: please discuss this with your PI prior to filling out the Travel Form.** There are three options
 - **Per Diem** – this will be the allowable rate for the city the traveler is going to. This will include Breakfast, Lunch, Dinner, and a \$5 incidental. Each city/region varies. The first and last day of travel will be partially reimbursed. The TTU Approved rates can be found on the [Per Diem GSA website](#), that is hyper linked on the form.

[Example of Per Diem Allowable Rate for meals](#)

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...							
Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
San Diego	San Diego	\$74	\$17	\$18	\$34	\$5	\$55.50

- **Itemized Receipt** – receipts will need to be provided for this form of reimbursement. This can include Breakfast, Lunch, Dinner and a snack – depending on the time stamp on the receipt (time must correspond with meal time). Itemized meals can be claimed in layover airports and city of destination, they cannot be claimed at the Lubbock or departing city airport.
- **No Meal Reimbursement** – no meals will be claimed or reimbursed.

Lodging

Lodging (number of nights) x Nightly Rate Total:

Is this a conference approved hotel?

- If traveling to a conference, a conference approved hotel is mandatory. If the conference hotels are not available, please note that in the text box.
- If booking a hotel in Texas, you must request that State Tax not be added by presenting the [Texas Hotel Occupancy Tax Exemption Certificate](#). A list of Choice Hotels can be found [here](#).
- Non-Conference hotels/AirB & B's will only be approved for the nightly GSA Daily Lodging rates

Example of Daily Allowable Lodging Rates

Daily lodging rates (excluding taxes) | October 2023 - September 2024



Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter Results...

Primary Destination ⓘ	County ⓘ	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Diego	San Diego	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$230	\$230	\$230	\$194

Rental Car

Rental Car (number of days) x Daily Rate Total:

- Enter number of days car will be rented and the daily rate.
- TTU has rates with [Enterprise/National](#), [AVIS/Budget](#), and [Hertz](#).

Personal Mileage

Personal Mileage (miles)

- Students cannot rent a car to drive to another city to fly out of their airport. If destination city is in another state that is within driving distance, approval to drive will be considered on a case by case basis.
- Can be claimed if the destination is greater than 100 miles from Lubbock. After the 100 miles, Travel will assess if renting a vehicle is less expensive. The less expensive amount will be reimbursed, even if personal vehicle was used.
- The form used to calculate reimbursement is the Rental Vehicle vs. Mileage Reimbursement Calculator form found <https://fmx.cpa.texas.gov/fmx/travel/mileage/>here.

Uber/Lyft/Taxi, Parking and Other

Uber/Lyft/Taxi

Parking

Other

- Uber/Lyft/Taxi rides to the airport, to hotel from airport to conference venue from hotel and back, and from hotel to airport can be claimed for reimbursement. Trips for meal purposes are also allowed.
- If a tip/gratuity is left, it cannot be more than 20%, any amount over that will not be reimbursed.
- If personal mileage is claimed, parking at conference venue or hotel can be claimed for reimbursement.
- "Other" can be used for instances where a poster was printed for a conference, supplies relating to research were purchased specifically for trip, fuel for rental car, etc.

TTU Travel Resource Websites

[State Contract Rates](#)

[Textravel](#)

[GSA Federal Per Diem Rates](#)

[Per Diem Rates for Alaska & Hawaii](#)

[International Per Diem Rates](#)