

Department of Chemistry & Biochemistry

Application for Travel

**(SUBMIT PRIOR TO TRIP FOR ALL TTU OFFICIAL TRAVEL INCLUDING NO-COST TRAVEL.
INTERNATIONAL TRAVEL MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE [OP79.05].)**

Full Name: _____

R#: _____

Purpose of Trip & Benefit statement: (State the purpose of the travel, noting any projects directly related to the grant if grant funds are being used, and explain why the trip is necessary and the benefit to TTU. If presenting research, please give the name of the conference or organization, the nature of the meeting and the title of the paper.)

Benefit: This trip will benefit Texas Tech University as knowledge gained will be incorporated into teaching and research.

Purpose: ☐ Attend Conference ☐ Travel between Campuses ☐ Present Paper ☐ Continuing Education ☐ Other

Destination: _____ Country: _____

Departure: _____ Return: _____

Any personal leave/vacation planned in conjunction with this trip? ☐ Yes ☐ No

If yes, state dates and times: _____

Emergency contact information during leave: _____

Name: _____ will be teaching CHEM: _____

| | | | |
|--------------------------|---|------------------------------|-----------------------------|
| Estimated Expenses: | Is this a "No Cost" trip? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| _____ Lowest airfare* | | | |
| _____ Hotel* | Conference Hotel? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| _____ Taxi/Shuttle* | | | |
| _____ Rental car* | | | |
| _____ Gasoline* | | | |
| _____ Registration Fees* | This can be paid on a P-Card. Must provide documentation that shows name, date, and location of conference. | | |
| _____ Parking/Toll | | | |
| _____ Meals | If not using per diem, then itemized receipt with the credit card receipt is required. | | |
| _____ Mileage | List total miles: | _____ | |

_____ Travel Estimated Total **If limit on expenses, please list maximum amount here:** _____

DO YOU HAVE A STATE OF TEXAS TRAVEL CARD? ☐ Yes ☐ No
(Required if traveling on State Funds. Cash advance will only be available if providing your credit card statement with application.)

WILL YOU NEED ASSISTANCE PURCHASING AIRFARE OR A RENTAL CAR? ☐ Yes ☐ No

Please indicate what you need a cash advance for: ☐ Airfare ☐ Hotel ☐ Per Diem
☐ Registration Fee ☐ Other: _____

[In order to qualify for a TR or cash advance you must not qualify for a corporate card. You must provide at least 10 days advance notice if you plan to use a TR. If you are travelling on Southwest Airlines, you must use SWABIZ to get a TR. The cash advance is limited to 90% of state hotel rate + tax, per diem minus those meals included in registration fees, and up to \$50 for taxis.]

* Please turn in all original receipts along with a Travel Voucher Cover Sheet promptly upon your return.