



TEXAS TECH UNIVERSITY

Department of Classical & Modern
Languages & Literatures

Travel Application Form

Please fill in this form completely and return via email or in-person with supporting documents, etc **PRIOR** to travel. **Please keep in mind the times frames that an application is due into the Travel office prior to the first day of travel: 14-days Domestic; 30-days International (which requires the supplemental International Travel Form as well as this application).** It is requested that you do your best to have this form into the travel preparer a week or more prior to those deadlines.

Once you have submitted the form to the travel preparer, please monitor for email from Travel as they may request additional information or providing information regarding reimbursement. Also, please make sure that your direct deposit information is set up in the system for all payments from Travel or else a paper check will come and sit in your mailbox until you check it.

Basic Information

Name _____ R# _____

Destination (City, State/Country) _____

Purpose

Check all that apply.

Conference

Present Paper

Research (Describe in detail)

Other _____

Description (Conferences, Presentations--Identify by official title (spell out acronyms), host institution by name, title of presentations, etc.)

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Benefit Statement (State how what you are doing from the description box will benefit CMLL and TTU)

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Travel Dates, Course Coverage

Departure (MM/DD/YYYY) _____ If by air, time: _____

Return (MM/DD/YYYY) _____ If by air, time: _____

City _____

City _____

Will your classes require coverage? ☐ Yes, list below who will be covering. ☐ No

Course:	Substitute:
Course:	Substitute:
Course:	Substitute:

Expenses

List Funding Sources (Account Name and FOP#) and Dollar Amount for Use *Check with Business Manager beforehand for information.*

REIMBURSEMENT: ☐ **Travel Advance** (Pre-Paid and up to 90% of estimated expenses) ☐ **Reimbursement Upon Return**

How will you be traveling?

Check all that apply.

Air (Use TTU approved vendors, remit itinerary and receipts with application) Amount: _____

Personal Vehicle

Rental Car (Use TTU approved vendors, booking with TTU code)

Will need rental car at destination for ____ days at \$_____/day.

Other: _____

Explanation if needed.

Do you want to claim per diem? ☐ Yes, for _____ days. ☐ No

Departure and return times can affect the total daily per diem.

Do you want to claim meals? ☐ Yes ☐ No

If you choose to claim meals using receipts instead, you will need to retain all meal receipts, and reimbursement will only be within the allowed rate. This cannot be advanced and is reimbursed at the end of the trip.

Do you want to claim lodging? ☐ Yes, for _____ days. ☐ No

Amount per day, if known: _____

Lodging Information

Hotel/Lodging Name: _____

Address (City, State/County): _____

Telephone: _____

Other Costs

Registration Fees For: _____ Amount: _____ Pre-paid? ☐ Yes ☐ No

Transportation For: _____ Amount: _____

Other For: _____ Amount: _____

Signature _____ **Date** _____

Type your name if unable to digitally sign as acknowledgement that all information within is accurate to the best of your knowledge.