



### Official Travel Application Form

Please fill in this form completely (on your computer, please do not hand write), print a copy for your records, then email to main person in office. If you would prefer, you may submit it in person. *Note:* If you submit by email, you will receive an email conformation that your form has been received. Please ask if you do not receive a confirmation within a few business days. **MAKE SURE TO ATTACH COPIES OF ITNERARIES, CONFERNCE AGENDAS, CONFERENCE PRICING, AND INCLUDED MEALS.**

- This form is to request reimbursement.
- This is only to notify the Department that I will be away – No reimbursement.

*If requesting reimbursement:*

Please have the Department Chair assign the account.

I have an account.

#### Basic Information

Your Name

Where are you going? City

State

Country

To do what

Attend a conference

Present a paper

Conduct research (please describe below)\*

Other (explain):

If you are attending a conference, or presenting, please identify the event by its official title-please spell out acronyms.

*\*Also identify any host institutions by name. For research, please describe where you will be going and with what or whom you are conducting the research.*

What is your "Benefit Statement"?

*State what you will be doing specifically and how it will benefit HRM and/or the University. If presenting, please include the title of your paper or talk. Please ask for advice if necessary. Conclude your statement with a sentence that begins "This will benefit HRM & TTU by..."*

**Dates Involved**

When will you be leaving (date)?

If by air, when does your flight leave (time)?

And returning (date):

If by air, when does your flight arrive (time)?

**Expenses**

How will you be traveling?

Car (your own vehicle; for rental car see below)

Air Cost if known:

I have already booked my flight. —▶ Please submit copies of itineraries.

I will need a rental car. ...for how many days?

Do you want to claim meals?

Yes

No – Not claiming meals

If yes, for how many days?

Please list here meals that will be provided for you at the Conference.

*Note: You must retain receipts for all meals. You can claim up to the allowed per diem amount.*

Do you want to claim lodging?  Yes  No – Not claiming lodging

If yes, for how many days?

Cost per day, if known:

Where will you be staying? Please be specific.

Name of hotel/other:

Address:

What cost will you have associated with this particular travel or event?

Registration Fees  
Cost:

Parking  
Cost:

Taxi/Shuttle  
Cost:

Other  
... For what?   
Cost:

### Reimbursement to You

Which method do you prefer?  Travel Advance

All supporting documentation must be attached to the application for approval of advances. Conference brochure required for advances for lodging rate exceeding allowable rate. Please Attach prepaid expenses with credit card statement and/or receipt.

*Note: only a portion of the estimated expenses can be advanced (generally, up to 90% can be advanced, not including airfare). The remainder will be reimbursed after your return.*

Reimbursement after I return

**NOTE:** Travelers are required to provide receipts promptly after return. Not providing receipts will drastically delay a reimbursement being issued. If in doubt, save any and all receipts. Label each receipt so that it is clear what it represents, what it was for and/or to which category it belongs (i.e. meals, registration fee, taxi fare, et cetera).

Additional Comments:

R Number:

E-Signature field