



# TRAVEL REQUEST

**REGARDLESS OF FUNDING SOURCE – Please make note of the following:**

**FOR DOMESTIC TRAVEL:** This form must be submitted TWO WEEKS prior to any business-related travel

**FOR INTERNATIONAL TRAVEL:** This form must be submitted THIRTY (30) DAYS prior to any business-related travel

DATE: \_\_\_\_\_

NAME OF TRAVELER (as listed on Government Issued ID): \_\_\_\_\_

R#: \_\_\_\_\_ DOB: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

DATES OF TRAVEL: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

FOR FOREIGN TRAVEL: It is required that you provide each city during your entire trip that you will be visiting, contact person and information for your trip, and what will you be taking with you on this trip (example: personal laptop or TTU laptop).

DEPART FROM: \_\_\_\_\_ FLIGHT REWARDS ACCT. #: \_\_\_\_\_

Please provide a printout of your preferred flight information in order for me to be able to book your flights.

**ESTIMATED EXPENSES:**

FLIGHT: \_\_\_\_\_ MEALS: \_\_\_\_\_ Circle One: Per Diem or Itemized Receipts

HOTEL: \_\_\_\_\_ PARKING: \_\_\_\_\_ TAXI: \_\_\_\_\_

GAS: \_\_\_\_\_ BAGGAGE FEES: \_\_\_\_\_

TOTAL EXPENSES: \_\_\_\_\_

\*REGISTRATION FEES, FOR CONFERENCES, MUST BE PAID WITH PCARD

**RENTAL CAR:**

PICK UP LOCATION: \_\_\_\_\_ PICK UP DATE: \_\_\_\_\_ PICK UP TIME: \_\_\_\_\_

DROP OFF DATE: \_\_\_\_\_ DROP OF TIME: \_\_\_\_\_

TYPE OF VEHICLE: \_\_\_\_\_

FUNDING SOURCE (FOP): \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_