

Texas Tech University System

Travel Number: xxxxxxx

Application

General Information

Agency: Texas Tech University
Traveler Department: xxxxxxx
Travel Type: Employee / Student
Traveler Name: xxxxxxx
Traveler ID: Rxxxxxxxx
Traveler Title: xxxxxx
Preparer's Name: xxxxxxxxxxxxxxxx
Preparer's Phone No.: xxxxxxxxxxx
Preparer's Email: xxxxx.xxxx@ttu.edu
Travel Dates: x/xx/201x - x/xx/201x
Originating Locale: Lubbock, TX
Major Destination: xxxxxxxxxxx
Supervisor: xxxxxxxx, xxxxxxxx
Explanation: FACULTY or US STUDENT or INTERNATIONAL STUDENT
Purpose of the trip xxxxxxxxxxx
x
Time Entered: xx/xx/201x xx:xx:xx xm

Estimated Expenses

<u>Units</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Amount</u>
Other Expenses			\$x,xxx.00
Registration Fees			\$xxx.00
			\$x,xxx.00

Accounts

Signatures

Date

Traveler Traveler

xx/xx/xx

Supervisor Supervisor

xx/xx/xx

_____ OIA
