

**\*All travel requests must be submitted 30 days (international) and two weeks (domestic) in advance.\***

## KSM Travel Application Worksheet

Name: \_\_\_\_\_ R# \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Departure City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Destination City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

**Purpose (choose what applies)**

Name of conference (no acronym)  
\_\_\_\_\_

Attend conference to present paper

Professional Development (specific type  
in explanation)

**Explain how will this trip benefit TTU  
(This box must be completed)**

**Classes missed during travel**

| Class Prefix, Number, and Title | Days & Times | Person responsible for teaching |
|---------------------------------|--------------|---------------------------------|
| _____                           | _____        | _____                           |
| _____                           | _____        | _____                           |

| Expense Item                                | Cost per    | Expense Total*   |
|---|-------------|------------------|
| Commercial Air                              |             | _____            |
| Lodging                                     | _____ days  | _____            |
| Registration (if personal credit card used) |             | _____            |
| Per Diem (if requested)                     | _____ days  | _____            |
| Car Rental                                  |             | _____            |
| Personal Auto Mileage Other                 | _____ miles | _____            |
| Other Expenses (please list)                |             | _____            |
| _____                                       |             | Trip Total _____ |

\* Do not include organization membership cost.

\*These figures are estimates only for funding purposes. Your actual costs, along with receipts, will be submitted upon your return.

Funding (dept, start-up, other): \_\_\_\_\_

Helpful Links – U.S. and International per diems, maximum allowable lodging, authorized rental companies, currency converter, Mapquest, and other helpful links.

<https://www.depts.ttu.edu/procurement/departments/travel-services/>

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