

Department of Physics Travel Application

Name: _____ R#: _____

Dates of Travel

Leaving: _____ Returning: _____

Destination

From: _____ To: _____

Purpose of Travel: (Please print legibly; attach second sheet, if needed)

FOP#: _____ *

Estimated Expenses

Airfare: _____	Train: _____
Lodging: _____	Bus/Public Transport: _____
Meals: _____	Parking: _____
Taxi: _____	Conference Fee: _____
Rental Car: _____	Miscellaneous: _____
Mileage: _____	Total: _____

Are you requesting an advance?

Y / N (circle one)

*If yes, please let Debra or Joyce know***

*For FOP, please be sure to include the full FOP (fund, orgn, program).

For advances, you must submit receipts with application, and may only receive an advance for pre-paid airfare, lodging, registration fees, and 90% of the allowable per diem. Advances are **not given for rental cars.

For domestic travel, STOP HERE.

For international travel, please COMPLETE THE BACK PAGE >>>>

Department of Physics

Travel Application

INTERNATIONAL TRAVEL ONLY

List ALL destinations: (Failure to do so could result in a violation of Federal Export Control regulations)

Destination Contacts: (Conference planner, travel agent, university faculty, et cetera)

Destination Affiliations: (Institute, company, university, et cetera)

Business Equipment/Supplies:

*For foreign travel, please submit your application **at least 30 days prior to departure**. This is required by the TTU Office of International Affairs.*

“Notice for Foreign Airfare on Federal Grants:

Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the ‘Fly America Act,’ to use United States air carrier service for all air travel services funded by the United States Government.

If you are using federal grant funds, you will only be able to pay for services from U.S. flag air carriers if available. If you are unable to use a US flag air carrier, you **must** find an alternate source of funding for your airfare.”