DEPARTMENT OF PLANT & SOIL SCIENCE
TEXAS TECH Davis College

Travel Request Form

Before travel: This form must be submitted at least **2 weeks** (*domestic travel*) or **30 days** (*international travel*) prior to any business-related travel, regardless of funding source. If you have any questions about travel arrangements, please contact Donna Cantu beforehand.
During travel: Keep all receipts to submit upon your return. All receipts **MUST BE ITEMIZED**.
After travel: Contact Donna Cantu **within 3 days** of your return to notify her of the completion of your trip.

Name of Traveler: _____ **R#:** _____ **DOB:** _____

Date: _____ **Email of Traveler:** _____ **Phone # of Traveler:** _____

Name of Supervisor: _____

Dates of Travel: _____ **Destination:** _____

Depart From: _____

Purpose - explain the benefit to the university; if conference, also include the full (*NOT abbreviated*) name and attach brochure:

Funding Source (FOP): _____

_____

☐ Check box if advance reimbursement needed.

If yes, for what expense (*flight, hotel, etc.*)? Attach receipts

_____

GRADUATE SCHOOL TRAVEL FUNDING

☐ Are you also planning to apply for travel funding from the TTU Graduate School?

If yes, contact Donna Cantu for the amount – if any – of dept. support and Letter of Support **before** filling out the Grad School's online funding application. **Please note** that Grad School deadlines are earlier than dept. deadlines.

Additional Information (*please over-explain*):

ESTIMATED EXPENSES

Flight: _____ Baggage Fee: _____

Taxi (*Uber, etc.*): _____ Parking: _____

Hotel: _____ Gas: _____

Meals: _____

Total Expenses *(not including rental car)* **:** _____

ENTERPRISE RENTAL *(if applicable)*

Pick-up Location: _____ Drop-off Location: _____

Pick-up Time & Day: _____ Drop-off Time & Day: _____

Type of Vehicle: _____

Rental Cost: _____

PLEASE NOTIFY DONNA OF YOUR TRIP'S COMPLETION AND TURN IN ALL RECEIPTS WITHIN 3 DAYS OF RETURN.

Donna Cantu | PSS Business Coordinator
(806) 834-5073 donna.cantu@ttu.edu

_____ _____

Signature of Traveler Date