



TEXAS TECH UNIVERSITY
**Department of Plant
 and Soil Science™**

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TRAVEL REQUEST

For Domestic Travel: this form must be submitted **two weeks** prior to any business-related travel, regardless of funding source
For International Travel: this form must be submitted **30 days** prior to any business-related travel, regardless of funding source

Date: _____ R#: _____ DOB: _____

Name of Traveler: _____

Name of Supervisor: _____



Dates of Travel: _____ Destination: _____

Depart from: _____ Flight Rewards Acct. #: _____

Purpose of Travel (if conference, include name DO NOT ABBREVIATE, and attach conference brochure): _____

ESTIMATED EXPENSES

Flight: _____ Meals: _____ URL per diem: _____

Hotel: _____ Parking: _____ Taxi: _____

Registration Fee: *must be paid on a P-Card* _____ Gas: _____ Baggage Fee: _____

TOTAL EXPENSES: _____

ENTERPRISE RENTAL:

Pick-up Location: _____ pickup time & day: _____ drop off time & day: _____

Type of vehicle: _____

NEED ADVANCE:

FUNDING SOURCE (FOP): _____

Additional Information: _____

If you have any questions about travel arrangements please contact Donna Cantu.
UPON RETURNING PLEASE TURN IN ALL RECEIPTS TO DONNA

 Signature of Traveler

 Date