RAWLS COLLEGE OF BUSINESS APPLICATION FOR TRAVEL
(SUBMIT PRIOR TO TRIP FOR ALL TTU OFFICIAL TRAVEL...EVEN FOR NO-COST ($0.00) TRIPS)

NAME_______________________________   R#___________________________E-MAIL ADDRESS ________________________

According to OP 79.04A:
For “Travel Explanation,” state the purpose of the travel; i.e., explain why the trip is necessary for the use and benefit of TTU and/or if it is required in the performance of duties by the employee. If the traveler is presenting original research, give the name of the professional organization (do not use abbreviations), the nature of the meeting, title of the paper, and publication plans and their status. List any other pertinent data supporting the application.

- Travel Application must be submitted 2 weeks prior to travel. International travel applications must be submitted 30 days prior to travel.
- Please remember a traveler should never pay for anyone else’s expenses unless the trip is a “group travel” and you are the sponsor.
- If the traveler cancels a trip for any reason, expenses WILL NOT be reimbursed. If expenses are used for a future Texas Tech related trip, the expenses will be reimbursed at that time.
- If attending a conference, conference agenda and hotel information MUST be attached.
- If driving your personal vehicle, only the LOWEST airfare price will be reimbursed. Please attach documentation of airfare.

DESTINATION__________________________________DEPARTURE___________________RETURN__________________________
(City)                                       (State)                                                              (DATE & TIME)                                                 (DATE & TIME)

Any personal leave planned in conjunction with this trip? ____________If yes, state dates & times ____________________________________________

ESTIMATED EXPENSES: OR IS THIS A “NO COST” TRIP? ☐ YES ☐ NO
*Original receipts are required.

<table>
<thead>
<tr>
<th>Estimated Expense</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Lowest Airfare</td>
<td>List total miles. Provide mileage documentation from mapquest.com</td>
</tr>
<tr>
<td>Mileage</td>
<td>If not using per diem, an itemized receipt with the credit card receipt is required.</td>
</tr>
<tr>
<td>Food</td>
<td>If conference hotel, you should NOT have a rental car unless you provide justification for it.</td>
</tr>
<tr>
<td>*Hotel</td>
<td>A state contracted agency may be used up to a full size car.</td>
</tr>
<tr>
<td>*Rental Car</td>
<td>Gasoline WILL NOT be reimbursed when receiving mileage.</td>
</tr>
<tr>
<td>*Gasoline</td>
<td>Must provide official documentation that shows name, date, and location of conference. Must provide official documentation showing conference hotels and what specifically is included in the registration fee such as meals, tours, etc. This can be paid on departmental P-CARD. Membership fees WILL NOT be reimbursed.</td>
</tr>
<tr>
<td>*Taxi</td>
<td></td>
</tr>
<tr>
<td>*Parking</td>
<td></td>
</tr>
<tr>
<td>*Registration Fee</td>
<td></td>
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</tbody>
</table>

ARE YOU REQUESTING reimbursement from any university or foundation account? ____________________________

Please select: ☐ Area Fund ☐ Professorship/Chair Fund ☐ Split Funds

If limit on expenses, please list total here $____________________

Account Number: ________________________________________________________________

Please indicate if the hotel is a conference hotel: ☐ Yes ☐ No
If yes, please provide conference materials showing conference location and room cost.

DO YOU HAVE A STATE OF TEXAS TRAVEL CARD? ☐ Yes ☐ No
(If yes, you are not qualified to receive a TR. Cash Advance will only be available if providing your credit card statement with application.)

WILL YOU USE A TRANSPORATION REQUEST (TR)? ☐ Yes ☐ No

CASH ADVANCE? ☐ Yes ☐ No

Please indicate what you need a cash advance for: ☐ Airfare ☐ Hotel ☐ Per Diem ☐ Registration Fees ☐ Other: ____________________________

[In order to qualify for a TR or cash advance you must not qualify for a corporate card. You must provide at least 10 days advance notice if you plan to use a TR. If going somewhere Southwest flies, you must use SWABIZ to get a TR. The cash advance is limited to 90% of state hotel rate + tax, per diem minus those meals include in registration fees, and up to $50 for taxis. If you DO have a corporate card, you may receive a cash advance with submission of your credit card statement for airfare, hotel deposit and registration which have to be paid in advance of the trip. Registration may also be paid by P-CARD if your department has one.]

Travel agency _____________________________Agents name _________________________________ Phone #__________________

Supervisor _____________________________ Date ___________     Account Manager___________________________  Date _________

PhD Advisor ___________________________ Date ___________     Traveler___________________________________ Date__________

Must provide official documentation that shows name, date, and location of conference. Must provide official documentation showing conference hotels and what specifically is included in the registration fee such as meals, tours, etc. This can be paid on departmental P-CARD. Membership fees WILL NOT be reimbursed.