



**Teaching/Research Assistantship
Travel Application**

If you are interested in applying for travel funding for a service learning conference, please complete the following form and submit it via email to servicelearning@ttu.edu. Please remember that preference will be given to new applicants as well as current or most recent Service Learning Faculty Fellows.

Traveler's Full Legal Name _____ Trip Dates _____

Home Department _____ Mail Stop _____

Campus Phone _____ Alternate Phone _____ Campus Fax _____

R# _____ Destination _____

Conference Name (no abbreviations): _____

Date Leaving _____ Time Leaving _____ a.m. or p.m.

Date Returning _____ Time Returning _____ a.m. or p.m.

*****Estimated Expenses*****

Airfare _____ Registration Fee _____

Public Transportation _____ Fuel _____

Lodging _____ Meals _____

Rental Car _____ Other _____

Have you prepaid any of these expenses? _____

If you have prepaid any of these expenses, please attach the original receipts/confirmations.

Detailed Purpose of Trip and the benefit to TTU (include name of paper being presented) _____

Amount awarded for this trip from TLPDC _____

Are you requesting funding for this trip from any other department on campus (Yes or No)?

If YES, Department Name _____ Contact Name _____

Phone Number _____ FOP _____

Please return this form to the Service-Learning email at servicelearning@ttu.edu

Amount_____

Are you requesting a cash advance other than for pre-paid expenses (Yes or No)?