



TEXAS TECH UNIVERSITY
University Studies™

Application for Business Travel

Traveler Name: _____

Department/MS/Phone#: _____

Office in charge during absence: _____

Travel dates: _____

Conference/Event and Location: _____

Travel Expenses

Conference/Registration Fees: _____

Airfare: _____

Lodging: _____

Meals: _____

Personal Auto Mileage: _____

Ground Transportation: _____

Parking: _____

Other: _____

Estimated Budget Total: _____

FOP(s) used for Travel: _____

Provide Justification and Benefit to TTU:

Applicant Signature: _____

Date: _____

____ Approved

____ Not Approved

Supervisor Signature: _____

Date: _____