

Request No. _____
 Completed by Business Office.

REQUEST FOR TRAVEL

Texas A&M University – College of Architecture

Note: If requesting faculty development funds, please attach a copy of acceptance letter/email and abstract copy.

Universal Identification Number: _____ **Type of Travel:** Foreign Domestic

Name, Title & Dept: _____

Address if Non-Employee: _____

Dates of Travel: _____ to _____

Origin & Destination: _____

Purpose of Trip: _____
(i.e. research, presentation, personal)

Benefit to TAMU: _____

Accompanied by: _____

Classes Missed? (Faculty Only) Yes No **Classes Covered By:** _____

Student Travel? Yes No **CIRT Information Entered By:** _____ **Date:** _____

Estimated Expenses	Estimated Amount
Air Fare:	
Registration Fee: (Membership fees <u>not</u> allowed)	
Hotel: (Itemized receipts required)	
Meals: (Itemized receipts required for student travel)	
Mileage:	
Car Rental: Contract Car Rental (Itemized receipt required)	
Other: (Itemized receipts required)	
Total Request:	

Travel Advance Requests:

- For TAMU funding, complete the [TAMU Travel Advance Request](#)
 - (Not eligible for advance if traveling more than twice within the same fiscal year – must apply for [Individual Corporate Travel Card](#) instead.)
- For TEES funding, complete the [TEES Travel and Advance Request](#)

Funding Source	Award Amt	Account #	Approval Signature	Printed Name	Date
Department (If \$0.00, indicate & sign)	\$				
International committee	\$				
TEES (Must also Complete TEES T&L)	\$				
Other <i>(i.e. Start-up, research, center)</i>	\$				
Other <i>(i.e. Start-up, research, center)</i>	\$				

Traveler's Signature <i>(Required)</i>	Date	Department Head Signature <i>(Required)</i>	Date
Dean's Signature <i>(Required for foreign travel)</i>	Date		