TEXAS A&M UNIVERSITY
REQUEST FOR BUSINESS TRAVEL/TRAVEL ADVANCE/TRAVEL FOR PROSPECTIVE EMPLOYEE

No. _____ Date _____ Dates of Travel _____ to _____

TYPE OF REQUEST ☐ University Business ☐ Prospective Employee ☐ Other

DESTINATION: From _____ To _____

PURPOSE OF TRIP: _____

_____

MODE OF TRANSPORTATION: ☐ Private Auto ☐ Commercial (Includes rent-car when necessary) ☐ Official Auto
☐ University Plane ☐ Accompany Another Party

Accompanied by (See special travel rules) _____

EXPENSE TO BE CHARGED TO: Account Name _____ Account No. _____
Project No. _____ Estimated Expense $: _____

ADVANCE for current employee Registration $: _____ Airfare $: _____ Per Diem $: _____ Total $: _____

Name (type) _____ UIN # _____

Signature (current employee) _____ Title (or position interviewed for) _____

Address (prospective employee) _____

APPROVAL RECOMMENDED: _____ _____
Head of Department Dean

APPROVED: _____
For President

Advance Received by _____ Date Received _____

Amount $ _____ Check No. _____ Date of Check _____

TRAVEL ADVANCES REQUIRE THE ORIGINAL PLUS TWO COPIES