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

No. _____ Date _____ Dates of Travel _____ to _____

TYPE OF REQUEST: ☐ University Business ☐ Prospective Employee ☐ Other

NAME (type) _____ UIN#. _____

DESTINATION: From: _____ To: _____

PURPOSE OF TRIP: _____

MODE OF TRANSPORTATION: ☐ Private Auto ☐ Commerical (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 Number _____

Estimated Expense $ _____ Emergency contact # during absence: _____

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

Address (prospective employee only) _____

APPROVAL RECOMMENDED: _____ _____
Director or Head of Department Dean

APPROVED: _____ _____
For President Date

*******If your absence is concurrent with your teaching schedule please fill in requested information*******

Name of individual covering class/lab: _____
Contact e-mail and phone number for individual: _____

Course #: _____ Section: _____ Days _____ Time: _____ Room #: _____
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