

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) \_\_\_\_\_ Social Security No. \_\_\_\_\_

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**