

**TEXAS A&M UNIVERSITY  
REQUEST FOR BUSINESS TRAVEL**

**NAME (type):** \_\_\_\_\_ **UIN#** \_\_\_\_\_ **Today' Date:** \_\_\_\_\_  
Last First Middle Initial

**CURRENT ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Dates of Travel \_\_\_\_\_ To \_\_\_\_\_

**DESTINATION:** From: \_\_\_\_\_ To \_\_\_\_\_

**PURPOSE OF TRIP:** \_\_\_\_\_  
\_\_\_\_\_

**BENEFIT TO TAMU:** \_\_\_\_\_  
\_\_\_\_\_

Accompanied by (see special travel rules) \_\_\_\_\_

**EXPENSE TO BE CHARGED TO:**

<b>Account Name</b>	<b>Account Number</b>
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Estimated Expense \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**APPROVAL RECOMMENDED:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Instructor Signature (for student travel)

**APPROVAL RECOMMENDED:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Director or Head of Department

**APPROVED:** \_\_\_\_\_ **Date** \_\_\_\_\_  
For President - Foreign Travel Only