TEXAS A&M UNIVERSITY
REQUEST FOR BUSINESS TRAVEL/TRAVEL FOR PROSPECTIVE EMPLOYEE
TO BE TURNED IN PRIOR TO TRAVEL

No. _____ Date _____ Dates of Travel _____ to _____
Times of Travel: _____AM/PM to _____AM/PM

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

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 _____
This section must be completed
Project No. _____ Estimated Expense $ _____

NAME (type) _____ UIN#. _____

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

Address (prospective employee) _____

APPROVAL RECOMMENDED: _____ _____
Director or Head of Department Dean

APPROVED: _____ _____
For President Date