

Return To \_\_\_\_\_  
(Dept.)

Mail Stop \_\_\_\_\_

**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 planes  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 \$ \_\_\_\_\_  
(see Advance Guidelines)

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**