

**IMPORTANT:**  
TRAVEL FORMS MUST BE APPROVED 48 HOURS IN ADVANCE  
AND SIX WEEKS FOR INTERNATIONAL TRAVEL

Return To EATR  
(Dept.)  
Mail Stop 1026

**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. \_\_\_\_\_

ADVANCE for current employee Registration \$ \_\_\_\_\_ Estimated Expense \$ \_\_\_\_\_  
(See Advance Guidelines) Airfare \$ \_\_\_\_\_ Per Diem \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

NAME (type) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Signature (current employee) \_\_\_\_\_

Address (prospective employee) \_\_\_\_\_ Title (or position interviewed for) \_\_\_\_\_

APPROVAL RECOMMENDED: \_\_\_\_\_

Head of Department

APPROVED: \_\_\_\_\_

For President

Dean

Advance Received by \_\_\_\_\_ Date Received \_\_\_\_\_

Amount \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date of Check \_\_\_\_\_

TRAVEL ADVANCES REQUIRE THE ORIGINAL PLUS TWO COPIES