

SAM HOUSTON STATE UNIVERSITY

Travel Application

Order #

Status

(Travel Office Use Only)

INSTRUCTIONS: (1) Each faculty/staff prospective employee is required to complete this form for official approval to travel on university-related business sufficiently in advance of departure date to allow for necessary processing. (2) Applications for foreign travel, excluding Mexico and Canada, should be received in the Travel Office at least 45 days prior to departure. (3) In cases where travel time exceeds 3 week days, a letter of explanation is required. (4) Submit completed Application to appropriate account manager to verify that sufficient funds are available; then route as appropriate for required signatures.

Date prepared

Name (first & last) :
SSN/SamID :
Job Title :
Department Name :

Destination

(city & state; include
country if outside USA) :

Date(s) of Travel

(beginning & ending):

Number of week days
included in travel :

Date Returning to Work:

Purpose of travel (use no abbreviations and include a statement showing how the trip will benefit the University)

Carpool Arrangements - Persons who are applying for travel to the same destination on similar dates for similar purposes are requested to travel together. Only one person per a group of four may seek mileage reimbursement in such cases, unless a written justification is approved in advance by the President's Office. When the carpool rule is applicable to my travel arrangements, I plan to travel with the following person(s):

During this absence I assume responsibility for the following arrangements (if faculty – show class, time of meeting & suggested arrangements):

☐ Yes ☐ No I request reimbursement for my travel expenses from the University.

_____ Estimate of total amount of reimbursement for travel expenses (may include the following as applicable —
airfare, mileage, auto rental, parking fees, taxi, hotel, meals, registration fee).

Charge to Account Number
and Account Name

APPLICANT SIGNATURE

DATE

APPROVAL SIGNATURES

Account Manager _____ date _____

Chairperson/Director _____ date _____

Dean _____ date _____

Vice President _____ date _____

President _____ date _____