



TRAVEL REQUEST FORM

BASIC TRIP INFORMATION

***Traveler Name**

***Start Date**

***End Date**

***Originating Location City State Country**

***Destination City State Country**

If foreign travel, please complete pre-approve form found in HSC OP 79.04 and <https://app4.ttuhscc.edu/ForeignTravelApproval/>

***Business Purpose/Travel Explanation** *(if a conference, please also include conference name, dates and attach the conference brochure.*

***FUNDING SOURCE(S)**

Please list the funding source(s) that should be used to pay for this travel.

Be sure to include at least 1 local fund (i.e. Grant Salary Savings or etc.) for tips and any expenses over the GSA per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) that supervisor agrees to reimburse.

VACATION / ADVANCE REQUESTS

Will you be taking vacation during this trip? Yes No If yes, please list dates of vacation.

Vacation start Vacation end

Would you like to request and advance for airfare or other prepaid expenses? Yes No

If yes, please attach a copy of the credit card/debit card statement and the expense receipt.

ESTIMATED EXPENSES (please complete known estimated expenses as best possible)

Expense Item	Expense Total (2)
Commercial Air	
Meals	
Lodging	
Rental Car (3)	
Personal Auto Mileage (3)	
Taxi, Shuttle (3)	
Parking (3)	
Other expenses (fuel, wifi, or etc.) (3)	

(1) * Denotes required field

(2) This total should not include any amount prepaid by the university through PCARD or other means.

(3) Estimated amount for expense if anticipated and/or applicable Does not have to be exact.

IMPORTANT INFORMATION

Important Policies from TTUHSC OP 79.06

1. A state employee is responsible for knowing the travel rules and travel procedures as they comply with applicable law as set forth in *Textravel*, account restrictions, and institutional travel policies prior to leaving. The department is responsible for communicating sufficient information to each traveler in order to comply with institutional travel policies prior to the trip. If unsure of institutional policies, the traveler and/or department must seek assistance from Travel Office prior to trip.
2. Travel Expense Reports are required to be electronically submitted to the Travel Office via the Chrome River System within thirty (30) days of the last date of travel for which reimbursement is requested. If not in compliance, the trip's encumbrance will automatically expire after 75 days after the trip end date without prior notice to the traveler or department preparer.
3. In accordance with IRS regulations, any travel expense report received by the Travel Office that is over 60 days from the trip end date will be taxable to the traveler. The travel office will calculate based on the trip end date and the taxable expense will be reported to Payroll.
4. The traveler is to pay all of his/her single share expenses while traveling and seek reimbursement on a travel expense report. This includes lodging accommodations share by employees.

Important Policies from Pharmacology & Neuroscience (PN)

1. To assist the traveling employee/faculty most efficiently, it is requested that **the traveling employee/faculty complete this form as travel is known.**
2. Traveling employee/faculty **must submit travel receipts to Lisa Moran within 5 business days of return.** If this deadline is not met the traveling employee/faculty will be responsible for submitting their own expense report in Chrome River.

For travel questions please ask or refer to the travel website and policies link below:

<https://www.ttuhs.edu/administration/operating-policies/op79.aspx>

APPROVALS

By signing this form, you certify you have completed this form to the best of your ability and have read and understand information provided above.

*Employee Signature

*Supervisor signature(for office and lab staff)