

Domestic Travel Application

Biology Department

Name: _____

Position: Faculty

☐

Staff _____

Student

☐

R# _____

Travel Dates: _____ to _____

Departure Time: _____

Destination: City _____ State _____ Country _____

Purpose of Travel: Please give a clear business purpose for the trip. Explain why the trip is necessary for the use and benefit of Texas Tech University and/or if in performance of the duties of your position held at the Biology Department. If grant funds are used, the trip description must also include a detailed explanation describing the benefits to the scope of the project. If attending a conference or presenting original research, state the name of the organization (**NO ABBREVIATIONS**) and conference dates. Include any other additional information that may be helpful to Travel Services (sharing lodging expenses, variances in travel, etc.)

Mode (s) of Transportation:

Air ☐

Car _____

Both ☐

Is vacation or other leave to be taken with this travel?

Yes ☐

No _____

If yes, please specify dates:

to

University Duties will be carried by the following administrative staff:

(Specify class number, time, and instructor)

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Biology Department

Expenses Requested from University— Administered Sources?

Yes ☒ No ☐

Account #

Account title:

Estimated Expenses

Airfare: N/A

Meals: N/A

Car rental: N/A

Lodging: \$9,533.60

Bus, Taxi, Shuttle: N/A

Parking: N/A

Personal Car Mileage: \$1897.67

Registration: N/A

Other: Gas: \$600

Total Requested Amount: \$12,031.27

****If you are traveling out-of-state, please check with the Travel Administrator regarding the per diem for meal and hotel rates as they are different for each state. If you are traveling in-state, please take a tax-exemption card to avoid hotel room taxes on your invoice (cards available in the Travel Administrator's office).**

*****Be aware that there may be state and local Covid-19 travel restrictions that could impact your travel plans. Please check the state or local health departments relating to your travel route and destination for current travel guidance and updates.**

Chairperson Approval