



Travel and Training Approval Form

check one: Request for Travel Return from Travel

REQUESTOR INFORMATION

Aggie ID: _____ Name: _____ Title: _____

Date: _____ Prepared By: _____

DESTINATION & EVENT INFORMATION

Training Title: _____ Location(s): _____

Departure Date/Time: _____ Return Date/Time: _____ Number of Days: _____

Justification (Request for Travel):
or
Justification (Return from Travel):

Required for Position Professional Development Travel Advance Needed

TRAVEL INFORMATION

Administrative Section

meal rates	
Breakfast	75% on first & last day \$ _____ Full day \$ _____
Lunch	75% on first & last day \$ _____ Full day \$ _____
Dinner	75% on first & last day \$ _____ Full day \$ _____

*Do not combine meal amounts if a meal was skipped. Use individual listed rates.

Estimated Travel Costs

Registration Fee (attach event info)

Estimated Airfare (attach airfare form)

Estimated Rental/Other

Estimated Lodging (attach hotel data)

Estimated Meals

Total Estimated Cost

Index

Fund

Vehicle to be used:

Facilities and Services AdminVehicle Personal Vehicle (no mileage reimbursed) **(Proof of Insurance to be attached)**

Rental/Other

Return from Travel

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Received Travel Advance _____

Vehicle Used: Personal Rental Official G _____

Expenses: (please attach **itemized** receipts)

Rental: _____ Total Meals: _____

Fuel: _____ Hotel: _____

Other: _____

Total Expenses: _____

APPROVAL

Supervisor Printed Name: _____ Signature _____ Date: _____

Director Printed Name: _____ Signature _____ Date: _____

Exec. Direc. Printed Name: _____ Signature _____ Date: _____

Glen Haubold, Associate Vice President Signature _____ Date: _____

COMMENTS