

THIS FORM MUST BE TYPED
CSE DEPT TRAVEL & LEAVE REQUEST

For Consulting, do not use this form. Contact Valerie Sorenson at 979-845-0060.

Travel Request # _____

EMPLOYEE'S NAME: _____

E-MAIL: _____

PHONE NO.(S): _____

PERIOD OF TRAVEL: _____

through _____

BUSINESS DESTINATION: (City and State) _____

If conference, please provide full title and dates of event below. For paper presentation, please provide title of paper. If travel is to Washington, D.C. area for political reasons, complete OSFR form at http://www2.governor.state.tx.us/osfr/osfradd.asp and attach confirmation report.

PURPOSE OF TRAVEL: _____

BENEFIT TO ACCOUNT(S) OR PROJECT(S) BEING CHARGED: _____

TRANSPORTATION: Private Auto Estimated Miles* _____ @ \$0.54 (effective 1/1/16)

I will be traveling alone accompanied by _____ Direct Billed
 Airfare Airline _____ Confirmation # _____ Cost _____ Dept
 Rental Car Agency _____ Confirmation# _____ Cost _____ Dept
 Lodging Vendor Name _____ Confirmation# _____ Cost _____ Dept
 Registration (Describe.) _____ Confirmation# _____ Cost _____ Dept
 Meals (Describe.) _____ Confirmation# _____ Cost _____ Dept
 Other (Describe.) _____ Confirmation# _____ Cost _____ Dept
Total _____

SOURCE OF FUNDS: _____
Account/Project # _____ Dept/Division _____ Total estimated expenses _____
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PI/FACULTY APPROVAL:
I request permission to be absent with pay from departmental headquarters while on agency/university business for the "Period of Travel" as indicated above. Satisfactory provisions have been made for handling my official duties during my absence. I acknowledge that I am responsible for continuing to follow TAMUS Policies and Regulations during my travel.

Employee's Signature _____ Date _____ Employee's Title _____ Check if employee is student

APPROVAL RECOMMENDED: _____ APPROVED: _____
Head of Division or Unit _____

Travel Coordinator Contact: Valerie Sorenson email address: sorensen@cse.tamu.edu
Phone Number: 979-845-0060 Mail Stop: 3112
Travel coordinator needs to retain copies of all travel itineraries, airline tickets, T&L and Travel Vendor Exception Form.