

Return To IQSE
(Dept.)
Mail Stop 4242

TEXAS A&M UNIVERSITY

REQUEST FOR BUSINESS TRAVEL/TRAVEL ADVANCE/TRAVEL FOR PROSPECTIVE EMPLOYEE

No. _____ Date 3/13/2019 Dates of Travel 7/21/2019 to 7/27/2019

TYPE OF REQUEST: University Business Prospective Employee Other _____

DESTINATION: From: College Station, TX To: Casper, WY

PURPOSE OF TRIP:
To present research results at the 2015 TAMU-Casper College Summer School on Quantum Science and Engineering.

MODE OF TRANSPORTATION: Private Auto Commercial (includes rent-car when necessary) Official auto
 University plane Accompany another party

Accompanied by (see special travel rules) _____

EXPENSE TO BE CHARGED TO: Account Name CRI FUNDING SCULLY Account No. 292118
Project No. 00000 Estimated Expense \$ 650

ADVANCE for current employee (See Advance Guidelines) Registration \$ _____ Airfare \$ _____ Per Diem _____ **Total** \$ _____

NAME (type) _____ UIN _____

Signature (current employee) _____ Title (or position interviewed for) _____

Address (prospective employee) _____

APPROVAL RECOMMENDED: _____
Head of Department _____ Dean _____

APPROVED: _____
For President _____

Advance Received by _____ Date Received _____

Amount \$ _____ Check No. _____ Date of Check _____

TRAVEL ADVANCES REQUIRE THE ORIGINAL PLUS TWO COPIES