



Official Travel Application Form

Please fill in this form completely (on your computer, please do not hand write), print a copy for your records, then send a copy via email to CMLL (if you prefer, print the form after completing it and submit it to the main office in person). **If travel is outside the United States, please also submit the International Travel Supplement.** *Note: If you submit by e-mail, you will receive an automatic e-mail from Travel once the application has been entered. Please ask if you do not receive a confirmation within a few business days.*

☐ This form is to request reimbursement.

☐ This is only to notify the Department that I will be away-no reimbursement.

If requesting reimbursement:

Please have the Director assign the account.

I have an account:

Basic Information

Your Name

Where are you going?

City State

Country

To do what?

Attend a conference

Check any/all that apply

Present a paper

Conduct research (please describe below)

Other (explain):

If you are attending a conference or presenting, please identify the event by its official title-please spell out acronyms.

Also identify any host institutions by name (e.g., UT@ Permian Basin, Univ. of Calif., Berkley, et cetera). For research, please describe where you will be going and with what or whom you are conducting the research (i.e., the Archives Library at . . .).

What is your
"Benefit Statement"?

State what you will be doing specifically, and how it will benefit CMLL and/or the University. If presenting, please include the title of your paper or talk. Please ask for advice if necessary. Conclude your statement with a sentence that begins "This will benefit CMLL & TTU by:..".

Dates Involved

When will you be leaving (date):

If by air, when does your flight leave (time)?

and returning (date):

If by air, when does your flight arrive (time)?

Expenses

How will you be traveling? 1 Car (your own vehicle; for rental car, see below)

Check any/all that apply

Air Cost, if known:

I have already booked my flight (*please submit copies of itineraries*).

Both (driving and air travel)

I will need a rental car at my destination.

For how many days?

Indicate "Both" only if there will be significant driving involved. A rental car just for use in the destination city does not qualify for "Both".

State-contract car rental vendors may be required in some circumstances. Please ask about this.

Do you want to claim meals?

Yes

No; not claiming meals

Depending on departures and returns, you may not be able to claim a full day of meals on certain days. You will also be advised as to the "cap", or limit, allowed on meals. (Meals are also often known as "per diem".)

If yes, for how many days?

Note: You must retain receipts for all meals.

Do you want to claim lodging?

Yes

No, not claiming lodging

^ If yes, for how many days?

Cost, per day, if known:

There are "caps" or limits on the amount per day allowed, depending on the destination. You will be advised about this.

Please complete at least address and phone number, even if not requesting reimbursement. This is so the university can contact you if needed or in the event of an emergency.

Where will you be staying? Please be specific.

Name of hotel/other:

Address:

Telephone:

Website URL:

(optional)

What other costs will you have associated with this particular travel/event?

Registration fees *Please provide a digital or hard copy of the conference program.*

...for what?

Check any/all that apply

Cost:

Other

...for what?

Cost:

Some costs may not be eligible through typical travel reimbursements. If so, you will be notified and an alternate process will be launched to assist you. In particular, membership fees are not allowable on travel reimbursement.

Reimbursement to You

Which method do you prefer?

Travel Advance

***Note:** Only a portion of the estimated expenses can be advanced (generally, up to 90% can be advanced, not including airfare). The remainder will be reimbursed after you return.*

Reimbursement after I return

***Note:** Travelers are required to provide receipts promptly after return. Not providing receipts will drastically delay a reimbursement being issued. If in doubt, save any and all receipts. Label each receipt so that it is clear what it represents, what it was for and/or to which category it belongs (i.e., meals, registration fee, taxi fare, et cetera).*

e-Signature field

Please type your name as representation of your digital signature and that the information contained in this form is accurate to the best of your knowledge. Be sure to print a copy for your records, read the following technical notice, then press "Submit by Email" below.