

Texas A&M International University Advance Travel Funds Agreement – Faculty Led Programs

Employee Name: _____ Last 4 of SSN: _____
 Program City/Country: _____ Program Dates: _____
 Travel Departure Date: _____ Students: "R" # _____
 Travel Return Date: _____ Faculty: "R" # _____

I will serve as a program leader for a Faculty Led Research Program, which may include student services such as providing for student room and board, instructional facilities, communication (phone/fax/email), field trips, and incidentals. Therefore I request following:

Student Expenses
 Student Travel Funds: _____ DD/Check: \$ _____
 Travel Credit Card: \$ _____
 Total Student Funds: \$ _____

Faculty Expenses
 Meals # days: _____ @ \$ _____ = \$ _____
 Lodging # days: _____ @ \$ _____ = \$ _____
 Taxes # days: _____ @ \$ _____ = \$ _____
 Incidentals # days: _____ @ \$ _____ = \$ _____
 Other: _____ = \$ _____
 Other: _____ = \$ _____
 Other: _____ = \$ _____
 Total Advance Requested = \$ _____

DD/Check: \$ _____
 Travel Credit Card: \$ _____
 Total Faculty Funds: \$ _____

I understand that this travel advance is to be used for faculty-led program related activities only. The travel advance will be made available to me five working days prior to the travel departure date.

I agree that upon my return I will submit to the Accounting Services/Travel office two daily expense ledgers, one for faculty expenses and one for student expenses in foreign and U.S. currency, together with all receipts. This is to be turned in within one month after my return date. Failure to follow Travel Advance procedures will forfeit future travel advances.

 Program Leader Date

 Director/Acct Manager Date

 Provost/VP Date

 President Date

Business Office Use
Date CC issued:
Credit Card #:
Credit Limit:
Valid Dates: