

Department of Economics Graduate Student Travel Request (Pre-Approval)

Have you already received an OGAPS Travel Award? YES NO

Name: _____ UIN: _____

TAMU Email: _____ Your Advisor: _____

Dates of Travel: Depart Date _____ Return Date _____

Travel Location: _____

Reason for Travel: *(If presenting at a conference, attach letter or notice of acceptance)*

Travelling with another TAMU Student? If so, list name(s): _____

Justification for Travel:

Requested Amount \$ _____

Approved by Graduate Director (initial): _____ \$ _____ Date: _____

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Estimated Itemized Budget:

Hotel: \$ _____ Daily Rate: \$ _____ Name: _____

Airfare: \$ _____ Registration Fee: \$ _____

Transportation (taxi/shuttle) \$ _____ Parking: \$ _____

Rental Car (with approval): \$ _____ Mileage (Personal): \$ _____ (total miles: _____)

Other Expenses (be specific): _____

Notes: If traveling within the State of Texas you MUST use the "Texas Hotel Occupancy Tax Exemption Certificate Form". Form is available at: <https://fmo.tamu.edu/media/64720/texas-hotel-occupancy-exemption.pdf> You need to show it to hotel at time of check-in. We will not reimburse you the taxes on hotel.

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Office Use Only:

Account Number: _____ Amount: _____ Date: _____ Request ID: _____

Reimbursement Complete (Date) _____ Amount: _____ Report Key: _____