

### Travel Information Form

Name:
Social Security # or UIN #:
Email address:
Duty Point(s) Destination:
Dates and Times to Travel:
Account Number:
Driving personal vehicle? _____ University vehicle? _____ Rental Vehicle _____
Flying? Airline Preference: _____ Requested departure time and date: Requested return time and date:
What hotel do you want to use?
Are you attending a conference?
Is there a registration fee or form? _____ if so, please attach completed form
Is someone accompanying you? If so who? Reason/Justification for more than one person to travel: _____
Purpose of travel? _____ _____ _____
BENEFIT TO TAES, TCE, TAMU, TEES: _____ _____ _____
Will you be making a presentation? _____ What's the title?
Any other information: _____ _____ _____