

## Department of Sociology 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: Trip Start Date: \_\_\_\_\_ Trip End Date: \_\_\_\_\_

Trip Name/Destination: \_\_\_\_\_

Trip Purpose & Benefit to TAMU:

### EXPENSE SUMMARY:

Hotel: \$ \_\_\_\_\_ Daily Rate: \$ \_\_\_\_\_ Name: \_\_\_\_\_

Airfare: \$ \_\_\_\_\_ Registration Fee: \$ \_\_\_\_\_ Membership: \$ \_\_\_\_\_

Transportation (taxi/shuttle) \$ \_\_\_\_\_ Meals: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_

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

Other Expenses (be specific): \_\_\_\_\_

If an additional source of funding is available, indicate Acct #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Total Amount Requested: \$ \_\_\_\_\_**

Note: When traveling within the state of Texas we are considered exempt from the Texas Hotel Occupancy Tax. At the time of check in present the Texas Hotel Occupancy Tax Exemption Form ([https://fmo.tamu.edu/travef/\\_media/texas-hotel-occupancy-exemption.pdf](https://fmo.tamu.edu/travef/_media/texas-hotel-occupancy-exemption.pdf)). It is optional; however, the Texas Sales Tax Exemption Form may also be presented at the time of check-in to receive sales tax exemption on parking, internet, etc. ([https://fmo.tamu.edu/payment-travel-cards/\\_media/tx-sales-tax-exemption.pdf](https://fmo.tamu.edu/payment-travel-cards/_media/tx-sales-tax-exemption.pdf))

Approved by Graduate Award Committee Chair (initial): \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_

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For Office use Only:

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Request ID: \_\_\_\_\_

Reimbursement Complete (Date): \_\_\_\_\_ Amount: \_\_\_\_\_ Report Key: \_\_\_\_\_