

For traveler to complete with travel request:

Please indicate if the following were paid by the department or if you will be claiming a reimbursement upon the completion of your travel. If you are paying out of pocket please be aware of what the business office will need in order to process your travel efficiently.

Select the box to indicate direct bill to the department:

- 1. Airfare:
- 2. Registration:
- 3. Hotel:

4. Rental Car: Please indicate which agency:

- a. TAMU
- b. Enterprise
- c. Advantage
- d. Avis

This information is provided to the business office in order to encumber the money for the traveler. This is also beneficial to expedite travel reimbursement.

For the business office to complete:

1. Account: \_\_\_\_\_  
Current Balance: \_\_\_\_\_

2. Travel Request Number: \_\_\_\_\_

3. All Signatures: \_\_\_\_\_

4. E-Document Number: \_\_\_\_\_

5. E-Document Number: *For direct billed items:*

- a. Airfare: \_\_\_\_\_
- b. Registration: \_\_\_\_\_
- c. Hotel: \_\_\_\_\_
- d. Rental Car: \_\_\_\_\_

6. Entered Document Numbers in Excel \_\_\_\_\_

- 7. Foreign Travel: Required Documents
  - a. Travel Advisory Statement \_\_\_\_\_
  - b. Benefit for the State \_\_\_\_\_
  - c. Daily Itinerary \_\_\_\_\_
  - d. Sent for Fiscal Office approval \_\_\_\_\_