

AG-802 (06/10)

Texas A&M AgriLife
Administrative Services – Disbursements/Travel



TRAVEL REQUEST

☐ Texas A&M AgriLife
☐ Research
556 RESEARCH

☒ Texas A&M AgriLife Extension
☒ Service
555 EXTENSION

☐ TVMDL
557 TVMDL

Dept/Unit/District: District 9 Date: 4/1/2025 Request Number: _____

From: June 27, 2025 To: July 3, 2025

Travel Dates (including travel time)

Destination: From: Houston, Texas To: Billings, Montana District: _____
City State City State (AgriLife Extension)

Counties Visited (if applicable)*: _____
* County required for out of state travel

Purpose of Travel: NACAAA Conference in Billings, Montana. I will be receiving the Achievement Award.

ADDITIONAL TRIPS LISTED ON SECOND PAGE OF FORM

MODE OF TRANSPORTATION:

☐ Private Auto
☐ Official Auto
☐ University Aircraft

☐ Accompanying Another Party*
☐ Accompanied by* _____
☒ Commercial Transportation (Includes Rental Car)

*Explanation required for two or more employees attending the same or similar duties: _____

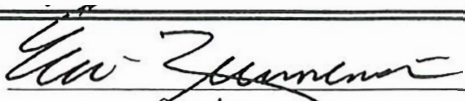
EXPENSE TO BE CHARGED TO:

Account Name: _____ Account No: _____

Estimated Expenses: \$ _____ Project No/Support Account: _____

Name: _____ UIN: _____ Required

Signature: _____

RECOMMENDED: 
Supervisor

APPROVED: 
Department Head/Resident Director

APPROVED: 
Director/Designee