FD-3081-Rev. I-94 Print Reset Form

Return To: _____
Mail Stop: _____

Texas A&M University
Request For Business Travel/ Travel Advance/ Travel For Prospective Employee

No. _____ Date: _____ Dates of Travel: *From* _____ *To* _____

TYPE OF REQUEST: ☐ University Business ☐ Prospective Employee ☐ Other

DESTINATION: From _____ To _____
PURPOSE OF TRIP: _____

MODE OF TRANSPORTATION: ☐ Private Auto ☐ Commercial (includes rental car when necessary) ☐ Official Auto
☐ University Plane ☐ Accompany Another Party

Accompanied by (see special travel rules): _____

EXPENSE TO BE CHARGED TO:
Account Name _____ Account No. _____

Project No. _____ Estimated Expense: $ _____

ADVANCE for current employee:
(see Advance Guidelines)
Registration: $ $0.00 Airfare: $ $0.00 Per Diem: $ $0.00 Total: $ **$0.00**
Name (type): _____ UIN/SSN _____

Signature (current employee): _____ Title (or position interviewed for): _____

Address (prospective employee) _____

APPROVAL RECOMMENDED: _____ _____
Head of Department Dean

APPROVED: _____
For President

Advance Received By: _____ Date Received: _____

Amount: $ _____ Check No. _____ Date of Check: _____