

**Department of Economics Graduate Student Travel Request**

**(This version Oct. 19, 2017)**

Name: \_\_\_\_\_ UIN: \_\_\_\_\_ Date: \_\_\_\_\_

Your email: \_\_\_\_\_ Your advisor: \_\_\_\_\_

Reason for Travel (also attach invitation letter or notice of acceptance if presenting at a conference):

\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Dates of Travel (depart/return): \_\_\_\_\_

Have you already received an OGAPS travel award? \_\_\_\_\_

(See <http://ogaps.tamu.edu/Buttons/Funding-Opportunities/Research-and-Presentation-Grant-Guidelines> )

**Itemized Budget (be specific on the items below):**

Airfare: \_\_\_\_\_

Other Transportation: \_\_\_\_\_

Hotel/Housing: \_\_\_\_\_

Name of hotel/daily rate: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Other (itemize): \_\_\_\_\_

Total Requested: \_\_\_\_\_

Justification for budget items: \_\_\_\_\_

\_\_\_\_\_

**A few notices:**

1. This form is for domestic travel. For international travel, you can use this form but you must also apply on 'Concur,' an on-line application. No exceptions. See Lynn Drake or Ludim Garcia for information on Concur.
2. In general we will not reimburse you for meals.
3. In general we expect you to share housing with another TAMU student if possible.
4. In general we expect you to be presenting if you are to receive reimbursement for travel. Some exceptions for local conferences.
5. TAMU regulations require that when multiple individuals are traveling at the same time from the same starting point to the same location, they carpool. In these circumstances only 1 in 4 individuals can claim the mileage allowance (personal auto) or reimbursement for a rental car.
6. If you are traveling within the state of Texas, you must use the "Texas Hotel Occupancy Tax Exemption Certificate" and show it to the hotel upon checking in, so that the hotel does not charge you this particular tax. TAMU rules state that we will not reimburse you for this tax, so it is in your interest to make sure you are not charged for this tax. The form is available at: <http://fmo.tamu.edu/media/64720/texas-hotel-occupancy-exemption.pdf>