

Department of Economics 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: Depart Date _____ Return Date _____

Travel Location: _____

Reason for Travel: *(If presenting at a conference, attach letter or notice of acceptance)*

Travelling with another TAMU Student? If so, list name(s): _____

Justification for Travel:

Requested Amount \$ _____

Approved by Graduate Director (initial): _____ \$ _____

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Estimated Itemized Budget:

Hotel/Housing Name _____ Daily Rate: _____ Total: _____

Registration Fee _____ Transportation (taxi/bus/shuttle) _____

Airfare _____ Other: _____

Notes:

If traveling within the State of Texas you MUST use the "Texas Hotel Occupancy Tax Exemption Certificate Form". Form is available at: <https://fmo.tamu.edu/media/64720/texas-hotel-occupancy-exemption.pdf> You need to show it to hotel at time of check-in. We will not reimburse you the taxes on hotel.