Please submit all necessary supporting information with this form.

TRAVEL WORKSHEET

← Students should complete this form and submit it for approval the Graduate Program →
office at least six weeks before the planned trip.*

Today's Date: ____________________

Basic Trip Information

Name of Person Traveling: ____________________  Title: ____________________

Title of Convention, Meeting or Lecture being given: (provide copy of brochure)

Location of Meeting/Convention: ______________________________________________________
(City, state, country)

Dates of Meeting/Convention: ______________________________________________________

Vacation Time: ______________________________________________________________________
(If any)

Are you presenting a Paper or Exhibit? YES/NO: ______________________________________
(If yes, please attach completed registration form to this worksheet)

Funding Information

Account to be charged: ____________________
(Also name of department or organization paying for trip)

Honorarium? YES/NO: ____________________

Registration Fee: ____________________

Do you need a Travel Advance? YES/NO ______ If Yes, how much? ____________________

Transportation Information

(Airline)

Departure Date: ____________________
(San Antonio)

Arrival Date: ____________________
(San Antonio)

Pay per UPT? YES/NO: ____________________

Type of Transportation needed: ____________________
(Rental car, shuttle/ferry service)

Hotel Information

Hotel Preference: ____________________

Type of Room/Bed preferred: ____________________

Smoking? YES/NO: ____________________

* For Foreign travel, please provide the above information at least 60 days prior to trip.