

	OTHER:		
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<u>Estimated Expenses</u>	<u>Amount</u>	<u>Total</u>
A) Foreign Travel		
Airfare	_____	
Other transportation	_____	
Hotel (_____ nights x \$ _____ + tax)	_____	
Meals (_____ days x \$70 _____)	_____	_____
B) Domestic Travel		
Airfare	_____	
Other transportation	_____	
Hotel (_____ nights x \$ _____ + tax)	_____	
Meals (_____ days x \$60 _____)	_____	_____
C) Travel within state of Texas		
Airfare	_____	
Other transportation (rental/personal vehicle mileage)	_____	
Hotel (_____ nights x \$ _____)	_____	
Meals (_____ days x \$50 _____)	_____	_____
D) Conference Fees		_____
<u>TOTAL ESTIMATED EXPENSES</u>		_____
Projected Income		
A) Department	_____	
B) College	_____	
C) University	_____	
D) Applicant	_____	
E) Other	_____	
<u>TOTAL INCOME</u> (Total income should match expenses)		_____
 AMOUNT REQUESTED FROM TRAVEL BUDGET		_____

See page 3 for Justification

Justification of Travel Description