

TRAVEL REQUEST

☐ Texas A&M AgriLife
☐ Research
556 RESEARCH

☒ Texas A&M AgriLife Extension
☒ Service
555 EXTENSION

☐ TVMDL
557 TVMDL

Dept/Unit/District: _____ Date: _____ Request Number: _____

From: 11/10/2018 3:00 p.m. To: 11/15/2018 5:00 p.m.
Travel Dates (including travel time)

Destination: From: Houston TX To: Vancouver, BC, Canada District: N/A
City State City State (AgriLife Extension)

Counties Visited (if applicable)*: N/A
* County required for out of state travel

Purpose of Travel: Present sugarcane aphid research at the National Meeting (Joint w/Canada) at the Entomological Society of America. Travel to be paid by another source (AgriLife Research)

ADDITIONAL TRIPS LISTED ON SECOND PAGE OF FORM

MODE OF TRANSPORTATION:

☐

Private Auto

☐

Official Auto

☐

University Aircraft

☐

Accompanying Another Party*

☐

Accompanied by* _____

☒

Commercial Transportation (Includes Rental Car)

*Explanation required for two or more employees attending the same or similar duties: _____

EXPENSE TO BE CHARGED TO:

Account Name: Paid by another Entity/AgriLife Research Account No: _____
Estimated Expenses: \$ N/A Project No/Support Account: _____

Name: John Gordy UIN: 603002367
Print or Type Required

Signature: John Gordy Title: CEA-ANR, Fort Bend

RECOMMENDED: W. A. Mare
Supervisor

APPROVED: _____ APPROVED: _____
Department Head/Resident Director Director/Designee