

Texas A&M AgriLife
Administrative Services – Disbursements/Travel



TRAVEL REQUEST

☐ Texas A&M AgriLife
☐ Research
556 RESEARCH

☒ Texas A&M AgriLife Extension
☒ Service
555 EXTENSION

☐ TVMDL
☐ 557 TVMDL

Dept/Unit/District: Urban/9 Date: March 26, 2025 Request Number: _____

From: May 22, 2025 To: May 24, 2025
Travel Dates (including travel time)

Destination: From: Rosenberg, Texas To: Richmond, Virginia District: Urban/9
City State City State (AgriLife Extension)

Counties Visited (if applicable)*: Richmond
* County required for out of state travel

Purpose of Travel: To travel to and present on Urban Programming strategies for Virginia Extension

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: Virginia Extension Account No: _____
Estimated Expenses: \$ 0 (approx. \$750 to VEC) Project No/Support Account: _____

Name: Amy Ressler UIN: 902003389

Signature:  Title: County Extension Director - Fort Bend

RECOMMENDED:  Supervisor

APPROVED: _____ APPROVED:  Director/Designee

Department Head/Resident Director

Amy L. Ressler

From: Passmore, Debbie <debbie23@vt.edu>
Sent: Thursday, February 27, 2025 1:13 PM
To: Amy L. Ressler
Subject: RE: Employment Engagement Day - Travel

You don't often get email from debbie23@vt.edu. [Learn why this is important](#)

Hi Dr. Ressler,

Thank you for the information. We look forward to meeting you in person.

Thanks,
Debbie

From: Amy L. Ressler <Amy.Ressler@ag.tamu.edu>
Sent: Monday, February 24, 2025 12:55 PM
To: Passmore, Debbie <debbie23@vt.edu>
Subject: RE: Employment Engagement Day - Travel

Hello, Debbie,

Thanks for the reminder! I do plan to attend in person. Please see requested information below. Please let me know if you need additional information or clarifications.

Travelers Name:

Name as it appears on Passport or Driver's License
Last Name(s) - Ressler
First Name(s) - Amy
Middle Name(s) - Fleenor
DOB - 05/25/1969
Gender - Female
Cell Phone - 979-571-8707
Email address - amy.ressler@ag.tamu.edu
Frequent flyer numbers - Southwest RR# 20124690504
Known Traveler Number- n/a
Seating Preference - n/a

General Information to be included:

Flights - Outbound: Departure Airport /Arrival Airport - Departure Houston Hobby for arrival ? closest to training site

Outbound Date: May 22

State any airline preference and **time of day to travel needed** Southwest - mid-morning/early afternoon

Flights -Return: May 24

From Airport - closest to training site

Return Airport - Houston Hobby

Thank you,

Debbie Passmore
Northeast District Office Coordinator
Virginia Cooperative Extension
2810 N. Parham Road, Suite 300
Richmond, VA 23294
804-527-4253 | debbie23@vt.edu



From: David D. Wright <David.Wright@ag.tamu.edu>
Sent: Monday, February 17, 2025 5:01 PM
To: Passmore, Debbie <debbie23@vt.edu>; Michelle M. Wright <michelle.wright@ag.tamu.edu>
Cc: White, Morris <morrisfw@vt.edu>; Amy L. Ressler <Amy.Ressler@ag.tamu.edu>; David D. Wright <David.Wright@ag.tamu.edu>
Subject: RE: Employment Engagement Day - Travel

Hello Debbie,

It was a pleasure meeting you as well. Dr. Ressler is able to join us on Friday, May 23, 2025, for the Uran Program Workshop. She is copied on this email for your convenience.

Thanks,

David

From: Passmore, Debbie <debbie23@vt.edu>
Sent: Monday, February 17, 2025 3:30 PM
To: David D. Wright <David.Wright@ag.tamu.edu>; Michelle M. Wright <michelle.wright@ag.tamu.edu>
Cc: White, Morris <morrisfw@vt.edu>
Subject: Employment Engagement Day - Travel

Hi David and Michelle,

It was nice meeting you via zoom today. I look forward to seeing you in person.

Below is the information AAA is asking us to provide them. Please let me know if you have any questions.

Travelers Name:

Name as it appears on Passport or Driver's License
Last Name(s)