



Texas A&M AgriLife Research

Authorization for Multistate Research

Travel Reimbursement

This form must be completed and approved **prior** to any travel for which reimbursement is sought from AgriLife Research to attend a Multistate Research Project meeting. **Reimbursement is limited to \$1,000.**

1. Are you authorized to attend the meeting? The Administrative Advisor sends an authorization letter. AgriLife Research needs a copy of this letter to approve the trip for the designated representative. Email Debbie Cummings at dacummings@ag.tamu.edu prior to making travel arrangement to verify that AgriLife Research has the necessary meeting authorization. CHECK HERE IF DONE _____
2. Provide the following:
 - a. Name: _____
 - b. Department _____
 - c. Mailing Address _____
 - d. E-mail Address _____
 - e. Phone Number _____
 - f. Meeting Number _____
 - g. Are you the official designated AgriLife Research representative YES _____ NO _____
 - h. Dates of Travel FROM _____ TO _____
 - i. Location _____
3. Estimated Expenses: Include Airfare, meals, hotel, registration fee, local transportation, parking fees.
 - a. Airfare \$ _____ (must be a 21-day advanced fare on a US based airline)
 - b. Hotel \$ _____
 - c. Meals \$ _____
 - d. Registration Fee \$ _____
 - e. Taxi \$ _____
 - f. Miscellaneous \$ _____
 - g. TOTAL \$ _____ (Any amount in excess of \$1000 is your responsibility)
4. Provide additional justification/information, if needed.
5. All travel must meet State and Federal Travel Guidelines as described in Section III of the Guidelines for Disbursement of Funds found at <https://agrilifeas.tamu.edu/documents/guidelines-disb-funds.pdf>.

Submit completed form to Debbie Cummings at dacummings@ag.tamu.edu.

Approved: Department Head

Date: _____

Approved: AgriLife Research