

Washington, DC | Report Travel Form *(intent to travel)*

Travel Dates

Name

Unit/Department

Title

E-mail

Purpose of Travel (e.g. meetings, attend conference, testimony, leadership/student programs, etc.)

List person(s) and/or organization(s) of federal agency offices to be visited

List person(s) and/or organization(s) of congressional offices to be visited

Instructions: Form will need to be completed by each AgriLife faculty and staff traveling to WDC/ surrounding areas for Texas A&M AgriLife business. With the exception of leadership/student programs traveling, please provide a list of participants along with the form. For additional information go to [AgriLife D.C. Travel](#)

Submit completed form to: [AgriLife Federal Relations \(AgriLifeFR@tamu.edu\)](mailto:AgriLifeFR@tamu.edu)

form updated: August 14, 2018