



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Prospective Employee Travel Verification

This form must be attached to the travel along with receipts when submitted to the Business Office for reimbursement.

1. Prospective Employee Name: _____

2. SS#: _____ Position Applying for: _____

3. Traveling from: _____ to Texas A&M International University

4. Duration Dates: From _____ Time of Departure: _____
To _____ Time of Arrival: _____

5. Mode of Transportation:

_____ Private Vehicle From: _____ To: _____ & Return

_____ Rental Car From: _____ To: _____ & Return

_____ Air From: _____ To: _____ & Return

6. Meal expenses (receipts not required):

Date : _____

Breakfast: _____

Lunch: _____

Supper: _____

Total: _____

7. Receipts attached for local transportation: taxi, bus, etc.

Date: _____ From _____ to _____ Fare \$ _____

Date: _____ From _____ to _____ Fare \$ _____

8. Parking Expenses: \$ _____ Other Expenses: _____ Amount \$ _____

Traveler's Signature & Date