



Travel Itinerary

This form must be populated and attached to any expense report containing full or partial funding by state accounts.

Date	Business Conducted	Departure City	Departure Time	Arrival City	Arrival Time

Definitions:

Date: Enter the date of the business conducted or the travel that was taken

Business Conducted: Short description of business conducted or travel taken. Ex: Departed College Station, TX and traveled to Austin, TX. Ex: Attended Conference

Departure City: On travel days, enter the city you left from

Departure Time: On travel days, enter the time you left in the format HH:MM AM or PM

Arrival City: On travel days, enter the city you traveled to

Arrival Time: On travel days, enter the time you arrived in the format HH:MM AM or PM

For assistance or questions related to this form, please contact your system member's travel office.