

**TEXAS SOUTHERN UNIVERSITY**

**Thurgood Marshall School of Law**

**TRAVEL PARTICIPATION FORM – BEFORE TRAVEL**

NAME: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DEPARTURE DATE/TIME: \_\_\_\_\_ RETURN: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

\_\_\_\_\_

STATE YOUR PARTICIPATION (Attach Agenda): \_\_\_\_\_

\_\_\_\_\_

Briefly describe the importance of this trip to the college and the university:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation(s) resulting from trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Every person employed by the Thurgood Marshall School of Law or a grant therein and traveling on university business must complete this form. It must be attached to the request for reimbursement. A report of travel activities may be requested in the next faculty meeting.

Specific trips of interest and related activities will be transmitted to the office of University Relations for news release.