



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

TRAVEL ITINERARY

Texas Government Code, Section 660.007(a) and Textravel require state agencies to minimize travel expenses by ensuring each travel arrangement is the most cost effective considering all relevant circumstances.

Prairie View A&M University along with all system member institutions are required to provide a Travel Itinerary for all travel funded from state appropriated funds. Any travel submitted on a state account (1XXXXX-XXXXX) is required to complete this form and attach it to the expense report. (See example at bottom of page)

TRIP DETAILS

Traveler Name	Trip Name/ Destination	Trip Start Date	Trip End Date	Travel Request ID

DAILY ITINERARY

Date	Business Conducted	Departure City, State	Departure Time	Arrival City, State	Arrival Date	Arrival Time

EXAMPLE

Date	Business Conducted	Departure City, State	Departure Time	Arrival City, State	Arrival Date	Arrival Time
1/1/2023	Departed PVAMU for Galveston	Prairie View, TX	12:00 PM	Galveston	1/1/2023	3:30 PM
1/2/2023	Met with business staff					
1/3/2023	Team competition					
1/3/2023	Leave competition	Galveston	3:00pm			
1/3/2023	Stopped to feed Team			Cypress, TX	1/3/2023	4:30pm
1/3/2023	Return to PVAMU	Cypress, TX	5:00pm	Prairie View, TX	1/3/2023	7:00pm