



Interdisciplinary Critical Studies
4355 TAMU
314 Bolton Hall
College Station, Texas 77843

Please read '18-'19, FY 19, ICS Travel Guidelines
prior to making this request

MEMORANDUM

TO: Mindy Bergman, Ph.D., Executive Director Interdisciplinary Critical Studies

FROM: _____

SUBJECT: Faculty Trip Request Requiring Use of ICS Travel Funds

Date of Request: _____

Date/s of Planned Travel: _____

Location: _____

Purpose of Planned Travel: _____

Travel Funds will be used for: **Check all that are applicable even if some will be covered by other funds**

Airfare Lodging Meals Registration Fees

Ground Transportation (Metro, Taxi, Car, Mileage of Personal Car)

Incidental Charges (Specify): _____

Other (Beyond Travel Costs): _____

How much of your allocation do you expect to use: \$ _____

Amount Approved: \$ _____

Date Approved: _____

Approval Signature