***All applicants***: Briefly describe the specific purpose and the general activities/itinerary of activities for your travel. You may also expand on your ***Travel Impact*** statement you included on page 2 of your application.

***Conference Presentation Travel Applicants***: If you are presenting at a conference, in addition to the information requested above, please include the Conference name, title of your presentation and your submitted abstract.

***Research Travel Applicants***: If you are travelling for research, in addition to the information requested above, please describe your research project and activities.

Please complete the relevant fields below, then save the document as a PDF and upload it to your application.

***International Travel Applications are being accepted for review if*** *IN THE TRAVEL AWARD APPLICATION, the applicant demonstrates that they are following*[*current TAMU travel policies*](https://www.tamu.edu/coronavirus/travel.html)*AND provide all CONCUR approvals in the application.*

1. *For international applications please do not submit your application until your CONCUR travel request is approved.*
2. *Please download a copy of your approved CONCUR Travel Request Report and include it in the “Travel Purpose and Activities Essay (.pdf)” file that you upload on screen 4 of the application. TO DOWNLOAD: Log into Concur, click on “Requests” at the top, click on the specific travel request, then in the top right click “Print/Email” and select “Travel Request Allocation Report.”*

**Travel Purpose and activities essay (1-2 paragraphs; required)**:

**Conference Information & Abstract (if applicable):**

**Research Project and activities (if applicable):**

**International Travel Concur Approvals (if applicable):**