

If you are traveling internationally:
You must complete the Study Abroad Online Application. If you are traveling within the United States, complete the form below.

Travel Information Form

Start a New Form

For a Recognized Student Organization

To begin a new form for a Recognized Student Organization, click the button below.

[Start for Recognized Student Organization](#)

For a Class Field Trip

To begin a new form for a Class Field Trip, click the button below.

[Start for Class Field Trip](#)

For Individual Student Travel

(Ex. Internships, Student Teaching, Research, Conference)

To begin Individual Student Travel form, click the button below.

[Start for Individual Student Travel](#)

For other University-affiliated group

To begin a new form for another University-affiliated group, click the button below.

[Start as Other Group](#)

Update a Submitted Form

Form Password:

This code is in the form "12345-a1b23".

[Update Form](#)

Form #21546-B887C

Step 1 of 3: Contact Information

Individual Travel Information

Student's Name*:

Student's UIN*:

Student's Cell Phone*:

Student's E-mail Address*:

Student's Emergency Contact Name*:

Student's Emergency Contact Phone Number*:

Purpose of Trip*:

(e.g. internship, student teaching, research, conference etc.)

*Enter your personal data &
Emergency Contact Name/Phone*

Purpose of Trip: Clinical Teaching

Travel Information (If Applicable)

Name of Course:

Course Number:

College:

Which College is associated with this travel?

Department/Unit:

Which Unit is associated with this travel?

Supervising Faculty/Staff Name:

Supervising Faculty/Staff E-mail:

General Travel Information

Destination City*:

State*:

Description of Travel Route to and from Destination*:

Listing of scheduled stops*:

College - College of Education & Human Development

Department - Teaching, Learning and Culture

Supervising Faculty/Staff Name - Kim Parish

Supervising Faculty/Staff Email - clinical-teaching@tamu.edu

Destination City - where you are assigned for student teaching

State - Texas

Description of Travel Route - your home address to campus address

Listings of scheduled stops - none

Save and Continue

Save and Continue

Form #21546-B887C

Step 2 of 3: Date(s) of Travel

Please fill in the initial date of your individual travel and the completion date of your individual travel. For example:

You have an internship in Boston for the summer.

Journey to Destination -

Departure date: May 15, 2014 Departure time: 3:00 pm

Arrival date: May 15, 2014 Arrival Time: 8:00 pm

Journey from Destination -

Departure Date: August 1, 2014 Departure time: 10:00 am

Arrival date: August 1, 2014 Arrival Time: 3:00 pm

You are commuting from College Station to Houston for student teaching in the spring semester

Journey to Destination -

Departure date: January 11, 2014 Departure time: 8:00 am

Arrival date: January 11, 2014 Arrival Time: 10:00 am

Journey from Destination -

Departure Date: May 20, 2014 Departure time: 6:00 pm

Arrival date: May 20, 2014 Arrival Time: 8:00 pm

Feel free to add travel dates if you will be visiting multiple cities during your individual travel.

Please enter your first date of travel in the form below. You can continue to add additional travel dates if needed.

Add a New Travel Date

Journey to Destination (Outbound)

Departure Date/Time*:

March 18 2014 10 34 AM

Arrival Date/Time*:

March 18 2014 10 34 AM

Journey from Destination (Inbound)

Departure Date/Time*:

March 18 2014 10 34 AM

Arrival Date/Time*:

March 18 2014 10 34 AM

Enter the first and last days of travel to and from the campus you are clinical teaching, including travel time from your home to the campus.

Add Travel Date

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EXAMPLE APPEARS:

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Current Travel Date(s)

	Actions	To Destination Departure	To Destination Arrival	From Destination Departure	From Destination Arrival
#1	Delete	03/18/2014 10:36am	03/18/2014 10:36am	03/18/2014 10:36am	03/18/2014 10:36am

**IF EVERYTHING IS CORRECT, CLICK SAVE AND CONTINUE (ON THE RIGHT SIDE OF THE SCREEN)
THEN CLICK SAVE AND SUBMIT ON THE NEXT PAGE (AS PICTURED BELOW):**

Complete Step and Continue

When you have finished adding travel dates, click the button below to continue to the next step.

[> Save and Continue](#)

Form #21546-B887C

Step 3 of 3: Submit Individual Travel Form

[Save and Submit](#)