



A Member of The Texas A&M University System

JUSTIFICATION FOR MILEAGE REIMBURSEMENT FOR INABILITY TO COORDINATE TRAVEL

The following individual(s) is(will be) traveling on _____ thru _____ for the purpose of _____.

Coordination of travel has been recommended, but due to the official business reason(s) which has (have) been stated below, the request for individual mileage reimbursement(s) has (have) been approved.

NAMES OF INDIVIDUALS:

OFFICIAL STATE BUSINESS REASON FOR
INFEASIBILITY:

1. _____

2. _____

3. _____

4. _____

5. _____

DEAN OF COLLEGE OR
ADMINISTRATIVE SUPERVISOR

DATE APPROVED

This form must be approved in advance and submitted to the Business Office at least one week before travel commences.