** Supervisor APPROVAL is required in advance ** Fiscal Year 26

Completed form must be submitted to Travel@military.texas.gov Subject line to include- Last, First name- last date of travel- location

Texas Military Department Travel Request Form

GR Fund ☐ Fed Fund ☐ In-State ☐ Out of State ☐ International ☐ Washington DC. ☐

Name (FULL): _____ FED Program Budget Analyst Signature _____

Program Earmark Project # PCA

Purpose of Travel: _____

Dates of Travel (to include travel dates): _____ to _____

Head Quarters(HQ) (for Google Mileage: _____

Miles from HQ to Airport/Duty point (per Google Maps): _____ .725 $ 0.000

Miles from Airport/Duty point to HQ (per Google Maps): _____ .725 $ 0.000

70.0 cents per mile (Jan. 1-Dec. 31, 2025)

Location of Travel: _____

GSA Link: https://www.gsa.gov/travel/plan-book/per-diem-rates

Lodging (per GSA):	$	per	days	Total	$	0.00	Lodging direct bill/ Hotel Engine ☐
Lodging Taxes:	$	per	days	Total	$	0.00	Lodging paid out of pocket ☐
Per Diem (Meals)(per GSA)	$	per	days	Total	$	0.00	Lodging paid by State issued travel card ☐
Airport Parking ($8.00 max):	$	per	days	Total	$	0.00	
Hotel Parking Rates	$	per	days	Total	$	0.00	
				Total Cost $	$	0.00	

Airline Fare: _____ Direct bill used SWABIZ ☐ National Travel ☐

Do you need a Rental Yes ☐ No ☐

Vehicle Rental Car Direct bill Enterprise ☐ Rental car out of pocket ☐

Rental Car Cost: _____ Grand total $ 0.00

* Rental vehicle vs mileage reimbursement calculator: https://fmx.cpa.texas.gov/fmx/travel/mileage/
Calculator determines if rental vehicle or personal vehicle mileage is more cost effective for State.

CALCULATOR MUST BE COMPLETED AND A COPY INCLUDED WITH TRAVEL REQUEST FORM

	Print name	Signature	Title	Date
Employee				
Program Supervisor/designee				
OSA Budget (For funding verification only)				
OSA Director / CFO (Required for out of state and DC travel)				

**** Justification for not using lowest cost mode of transportation:/ Comment section**

** Use the space above to justify:
* Using a personal vehicle
* Purchasing an airline ticket or staying in a hotel that is not the lowest listed
* Using a rental car company other than Enterprise, with whom the state has a contract

Revised JAN. 2026