**Branch Initiated**

**AAUW Texas State Visitor Travel Request/Approval Form**

Each biennium each branch or inter-branch council may request one visit from the state president or other state board member. These requests are made to and approved by the state president **for training or assistance with branch operations or coalition building in their community**. *District Representative visits to branches are part of the duties of a district representative and request for a visit should be made directly to the district representative.*

***Due to budget constraints in 2016-2018, visits will not be approved for the purposes of ceremonies such as installation of branch officers unless those ceremonies are in conjunction with events that meet the previously stated purposes. (Please explain with application request)***

Branches hosting a state travel visitor are expected to provide transportation to and from the airport, if this service is needed, and to make adequate provisions for ***meals*** and ***overnight accommodations*** as the situation may require. The remaining travel expenses will be reimbursed by AAUW Texas in accordance with policies and the annual budget.

Branch/Interbranch Council Requesting Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of application for visit: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of requested visit: \_\_\_\_\_\_\_\_\_\_

State Travel Visitor Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:

Contact Person Making Request: Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: E-mail: Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimate of round trip travel cost from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by

coach airfare for $ \_\_\_\_\_\_ or \_\_\_\_\_\_ miles at $0.30 per mile for a total of $ \_\_\_\_\_

When did your branch/council last host a state travel visitor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of the Travel Visitor Application form may be downloaded online and submitted by email to the president.

Signed: □ Approved □ Denied

Pam Wolfe, President AAUW Texas

State travel visitor: Attach this approved form to an AAUW Texas expense voucher, with appropriate receipts, and submit within 30 days of visit send to:

Gayna DuPont, 2203 Postoak Court, San Antonio, TX 78248