CIRT TRAVEL FORM INSTRUCTIONS

Go to [https://stuactonline.tamu.edu/app/form_travel](https://stuactonline.tamu.edu/app/form_travel) to fill out your CIRT (Travel Information Form).
Enter your personal data & Emergency Contact information

Purpose of Trip: Field Experience

College = College of Education and Human Development
Department = TLAC
Supervising Faculty/Staff Name = Course Instructor Name
*Supervising Faculty/Staff E-mail = Course Instructor Email

Destination City = City where your campus is located
State = Texas
Description of Travel Route to and from Destination: Your home address to your campus address

Listing of scheduled stop(s):
NONE

Does the travel include an overnight stay of one or more nights?
No
Yes

Does the trip include locations visited where the recognized student organization or Texas A&M University (college or department)/Texas A&M University System agency has a contract/Written agreement for use of the space, e.g., classrooms, meeting space?
No
Yes

Automobile Insurance Coverage:
I understand that it is the responsibility of the organization to confirm appropriate automobile insurance coverage, valid driver’s license, and current inspection/registration for travelers operating a personal or private vehicle.
Yes
No

Liability Waivers Collection:
I understand that it is the responsibility of the organization to collect liability waivers for each traveler, and that these waivers should be retained for three years.
Yes
No
**Travel Information Form**

**Form #84993-57004**

**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:**
  - August □ □ 2022 □ □ 07 □ □ AM □ □
  - Arrival Date/Time:
  - August □ □ 2022 □ □ 20 □ □ AM □ □

**Journey from Destination (Inbound)**

- **Departure Date/Time:**
  - December □ □ 2022 □ □ 04 □ □ PM □ □
  - Arrival Date/Time:
  - December □ □ 2022 □ □ 30 □ □ PM □ □

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**Travel Information Form**

**Form #84993-57004**

**Step 3 of 3: Submit Individual Travel Form**

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:**
  - August □ □ 2022 □ □ 07 □ □ AM □ □
  - Arrival Date/Time:
  - August □ □ 2022 □ □ 20 □ □ AM □ □

**Journey from Destination (Inbound)**

- **Departure Date/Time:**
  - December □ □ 2022 □ □ 04 □ □ PM □ □
  - Arrival Date/Time:
  - December □ □ 2022 □ □ 30 □ □ PM □ □

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**Travel Information Form**

**Form #84993-57004**

**Step 3 of 3: Submit Individual Travel Form**

Complete Step and Continue

If everything looks correct then “Save and Continue”

- **Journey to Destination (Outbound) = First day on campus**
  - Departure date: August 1, 2014
  - Departure time: 10:00 am
  - Arrival date: August 1, 2014
  - Arrival time: 3:00 pm

- **Journey from Destination (Inbound) = Last day of class**
  - Departure date: December 9, 2022
  - Departure time: 4:00 pm
  - Arrival date: December 9, 2022
  - Arrival time: 4:30 pm

**Save and Submit**

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Once you see this page you are done!