

Travel Authorization Request

Complete and return two weeks prior to travel.

Print Form

Submit by E-mail

Use this form when requesting travel funding from the department. If you are traveling on University business but are not requesting support from the department, complete everything above "Estimated Expenses."

Name:	<input type="text"/>	Departure Date/Time:	<input type="text" value="Date and Time"/>
E-mail/ID:	<input type="text"/>	Return Date/Time:	<input type="text"/>

Destination:	<input type="text"/>	Private vehicle used?	<input type="radio"/> Yes	<input type="radio"/> No
Purpose of Trip:	<input type="text"/>			
Name of Meeting/ Organization:	<input type="text"/>			
Title of Paper and/or other official functions:	<input type="text"/>			

Estimated Expenses: Please enter a rough estimate of the expenses you expect to incur. Precise amounts are not necessary at this point.

Lodging:	<input type="text"/>	Airfare:	<input type="text"/>
Registration:	<input type="text"/>	Meals:	<input type="text"/>
*Car Rental:	<input type="text"/>	Other:	<input type="text"/>

Estimated Miscellaneous Expenses: Estimated additional expenses such as cab fare, parking, etc.

Expense:	<input type="text"/>	Expense:	<input type="text"/>
Expense:	<input type="text"/>	Expense:	<input type="text"/>

Additional funding? (e.g., Contracts, Grants, COGS)

***Rent only from Enterprise or National.** You are required to use the State of Florida Automobile Rental Contract unless there is justification for not doing so.

Reservations: <https://partner.rentalcar.com/StateofFlorida/#/> or call 1-877-690-0064, Contract Number XZ55622 (Effective 9/30/2015 – 9/29/2020). FYI, you can legally use this Enterprise/National contract for leisure/personal travel as well (call 877-690-0064 and use the reference number above).