

Department of Health Education & Behavior

TRAVEL AUTHORIZATION REQUEST

For insurance purposes, complete a Travel Authorization Request (TA) for all professional travel. Be sure to secure your supervisor's approval. Emergency contact information should be up to date in UF's Directory (my.ufl.edu > Main Menu > My Account > Update Emergency Contact)

International Travel

Employees and students are required to enroll in Team Assist Emergency Assistance Program. Please visit UF International Center's site at http://www.ufic.ufl.edu/Travel.html for more information.

Name: _____ UF ID: _____

Departure Date: _____ Arrival Date: _____

Destination: _____

Description (i.e. name of conference): _____

Benefit to UF or Grant: _____

Business Purpose (select from drop down menu): _____

Estimated Expenses: (Keep all receipts.)

Conference Registration:

Website: _____ Provide a copy of the agenda and the registration form. Note which meals are included in the registration.
Amount: _____ USD

Paid by ___ P-card or ___ Personal Funds

Transportation:

Airfare Amount: _____ USD (Economy / coach only)

Paid by ___ P-card or ___ Personal Funds

Car Rental Amount: _____ USD (Visit Purchasing's website for rental vehicle rates and the contract #: http://www.purchasing.ufl.edu/contracts/rentals.asp)

Paid by ___ P-card or ___ Personal Funds

Personal Vehicle Mileage: _____ (\$0.445 / mile)

Check box to the right if you want Per Diem: _____ (Includes meals & lodging)

Per diem is in lieu of actual expenses and it is a fixed amount per day for lodging, meals, and incidental expenses. UF's per diem rate is \$80 / day.

Lodging:

Vendor: _____

Room Rate: _____ Per night

of Nights: _____

Total Cost: _____ USD

Paid by ___ P-card or ___ Personal Funds

NOTE: UF is tax exempt in Florida so please be sure to inform the hotel when you make reservations.

Meals:

of days: _____

Meals are \$36 / day in the U.S. (B = \$6, L = \$11, D = \$19)

Foreign Rate: B = \$ _____ L = \$ _____ D = \$ _____

Miscellaneous Expenses:

Parking, tolls, taxi, internet, etc. _____ USD Total Estimate: _____

Account to Charge: _____

Supervisor's Approval: _____

Budget Approval: _____