Department of Materials Science and Engineering Travel Authorization (TA)  After Travel Expense Report (ER)

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| **TRAVELER INFORMATION** | | | |
| Traveler: | | **Faculty**  **Student**  **Other** | UFID#: |
| Email: | Cell phone #: | Home address (students): | |
| Depart Date/Time: | Return Date/Time: | Project to pay from: | |
| Destination(s) of Trip: | | | |
| Purpose of Trip/Benefit to State or Project: | | | |

**DOES THIS TRAVEL REQUIRE A DISCLOSURE OF OUTSIDE ACTIVITIES AND FINANCIAL INTEREST FORM? Yes or No** <https://coi.ufl.edu/resource>

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| **EXPENSES** | | | | |
| Business Expense Description | Amount and Type of Payment | | |  |
| UF PCard | Personal Funds | Complimentary | Comments/Notes (indicate split */* or shared charges) |
| Registration |  |  |  |  |
| Airfare |  |  |  |  |
| Lodging |  |  |  |  |
| Car Rental |  |  |  |  |
| Fuel for Rental |  |  |  |  |
| Mileage (0.445/Mile) Enter starting/ending address. Or include a map. (*Personal car*) |  |  |  |  |
| Taxi/Shuttle/Train |  |  |  |  |
| Baggage Fees |  |  |  |  |
| Parking |  |  |  |  |
| Tolls |  |  |  |  |
| Meals |  |  |  |  |
| Other |  |  |  |  |
| Totals |  |  |  |  |

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| (Faculty) COURSES AFFECTED BY TRAVEL? (PLEASE CHECK ONE) |
| Travel is not during assigned class time.  Travel is during class time. Classes affected are as follows: |
| EMA\_\_\_\_\_\_\_\_\_\_ EMA\_\_\_\_\_\_\_\_\_\_ EMA\_\_\_\_\_\_\_\_\_\_ EMA\_\_\_\_\_\_\_\_\_\_ How many class instruction contact hours will be missed?  ENU\_\_\_\_\_\_\_\_\_\_ ENU\_\_\_\_\_\_\_\_\_\_ ENU\_\_\_\_\_\_\_\_\_\_ ENU\_\_\_\_\_\_\_\_\_\_  Total class instruction contact hours missed during current semester: |
| The following provisions have been made for teaching the above mentioned classes in my absence: |
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| **FOREIGN TRAVEL** | |
|  | (Initial) I have consulted with my clinician or a travel clinic about my international travel and have received necessary vaccines and Travel medication. |
|  | (Initial) As required I have registered my international travel with the International Center https://internationalcenter.ufl.edu/travel/online-travel-registration  and have received my Team Assist card. [https://www.ufic.ufl.edu/travel/default.aspx?controlkey=Home](http://www.ufic.ufl.edu/travel/default.aspx?controlkey=Home) |
|  | (Initial if applicable) If I am traveling to an embargoed country, I have additionally read the UF policy at https://internationalcenter.ufl.edu/travel/us-export-controls-  embargoed-countries and as required I have contacted Dean Leonardo Villalón at [villalon@africa.ufl.edu](mailto:villalon@africa.ufl.edu) or (352) 273-1536. |
|  | (Initial) I plan to take University‐owned equipment to a foreign country and I have completed a Foreign Travel. Request at https://myassets.fa.ufl.edu/ext/#/home |

I hereby certify that this is for official business of the University of Florida and will be performed for the purpose(s) stated.

\*\*\*SUPERVISOR/BUDGET AUTHORITY SIGNATURE REQUIRED FOR ANY TRAVELER OTHER THAN THE PI OF THE PROJECT\*\*\*

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Traveler’s Signature Supervisor’s Signature Date

Email completed form to: [**finance@mse.ufl.edu**](mailto:finance@mse.ufl.edu)

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| Finance Office Use Only: | | | | | | |
| Dept. ID | Fund | Program | SOF | Flex | UFID | Project |
|  |  |  |  |  |  |  |