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-registrationand 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 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**

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