

TRAVELER INFORMATION			
<b>Traveler:</b>		Faculty <input type="checkbox"/>	Student <input type="checkbox"/>
		Other <input type="checkbox"/>	UFID#
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/resources/>

EXPENSES				
Business Expense Description	Amount and Type of Payment			Comments/Notes (indicate split / or shared charges)
	UF PCard	Personal Funds	Complimentary	
Registration				
Airfare				
Lodging				
Car Rental				
Fuel for Rental				
Mileage (0.445/Mile) <i>Personal Car</i>				
Taxi/Shuttle/Train				
Baggage Fees				
Parking				
Tolls				
Meals				
Other				
Totals				

COURSES AFFECTED BY TRAVEL? (Please check one)	
<input type="checkbox"/> Travel is not during assigned class time	<input type="checkbox"/> Travel is during class time. Classes Affected are as follows:
EMA _____ EMA _____ EMA _____	
ENU _____ ENU _____ ENU _____	
The following provisions have been made for teaching the above mention courses in my absence: (Please also list contact information while on travel)	

FOREIGN TRAVEL	
<input type="checkbox"/>	(Initial) I have consulted with my clinician or a travel clinic about my international travel and have received necessary vaccines and Travel medication.
<input type="checkbox"/>	(Initial) As required I have registered my international travel with the International Center <a href="https://internationalcenter.ufl.edu/travel/online-travel-registration">https://internationalcenter.ufl.edu/travel/online-travel-registration</a> and have received my Team Assist card. <a href="https://www.ufic.ufl.edu/travel/default.aspx?controlkey=Home">https://www.ufic.ufl.edu/travel/default.aspx?controlkey=Home</a>
<input type="checkbox"/>	(Initial if applicable) If I am traveling to an embargoed country, I have additionally read the UF policy at <a href="https://internationalcenter.ufl.edu/travel/us-export-controls-embargoed-countries">https://internationalcenter.ufl.edu/travel/us-export-controls-embargoed-countries</a> and as required I have contacted Dean Leonardo Villalón at <a href="mailto:villalon@afrika.ufl.edu">villalon@afrika.ufl.edu</a> or (352) 273-1536.
<input type="checkbox"/>	(Initial) I plan to take University-owned equipment to a foreign country and I have completed a Foreign Travel. Request at <a href="https://myassets.fa.ufl.edu/ext/#/home">https://myassets.fa.ufl.edu/ext/#/home</a>

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\*\*\***

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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

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