

Procurement Tipsheet

Info from the MSE|NE Finance Office

July/August 2021—Travel Authorization

As we prepare for the upcoming semester, just a few reminders of department and university travel policies.

A Travel Authorization (TA) form must be submitted for all university business prior to departure.

Below are a few tips to assist with the before travel process.

- MSE/NEP requires all traveler's submit the [MSE/NEP Travel Form](#). (Note this form is no longer available via Sharepoint but is available on the MSE/NEP intranet)
- When completing the MSE Travel Form before travel, we understand that an exact value for certain charges may not be known (ie airfare, lodging) In these situations, please provide a best guess.
- It is recommended that all travel forms be submitted at least 10 business days in advance of your domestic travel, and at least 30 days in advance of your expected international travel departure.
- An approved TA is needed before making any travel related purchases (i.e. registration fee, airfare, etc.)
- If applicable, PI approval is required before processing a travel request.

The MSE/NEP Travel form is not required for virtual conferences.

For additional assistance, please check with the MSE-NE Finance Office or refer to the provided links below.

Additional information: [UF Travel Guide](#) , [UF Travel Directives](#) or [International Travel](#)

MSE/NE Finance Office • email: finance@mse.ufl.edu

Virtual Drop-In Hours, Monday and Thursday, 9 am—11 am

Alisa Mountain: <https://ufl.zoom.us/my/amountain>

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or reach out to us schedule a Zoom meeting