**TRAVEL REQUEST**

START BY SELECTING “START A REQUEST” AT THE TOP OF YOUR UF GO HOME SCREEN.

A picture containing shape

Description automatically generated

NEXT SELECT THE TYPE OF TRAVEL REQUEST YOU ARE REQUESTING

* NOTE: YOU SHOULD **ALWAYS** BE SELECTING ONE OF THE **UFLOR** REQUEST.

Graphical user interface, text, application

Description automatically generated

**NAMING FORMAT**

A screenshot of a computer

Description automatically generated with medium confidence

NAMING EXAMPLE

A picture containing rectangle

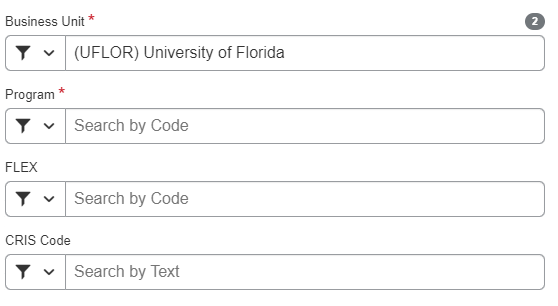
Description automatically generated

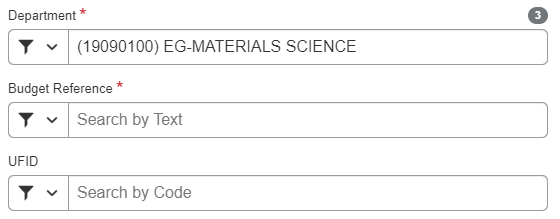
COMPLETE ALL REQUIRED FIELDS INDICATED BELOW AS IT PERTAINS TO YOUR TRAVEL:

* TRIP TYPE – drop down
* TRAVELER TYPE – drop down
* BENEFIT TO GRANT OR UNIVERSITY – fill in and be specific
* BUSINESS TRAVEL START DATE – fill in
* BUSINESS TRAVEL END DATE – fill in
* FINAL DESTINATION LOCATION – start typing and choose the auto-fill
* BUSINESS PURPOSE – drop down
* WILL THIS TRIP INCLUDE PERSONAL TRAVEL?
  + If yes, you are **required** to indicate what dates are personal travel.
* ARE YOU TAKING UF PROPERTY? – drop down
* IS THIS TRIP PARTIALLY OR FULLY PAID BY A THIRD PARTY? – drop down

**BUDGET INFORMATION:**

* IF YOU ARE UNCLEAR ON HOW TO PROCEED WITH THIS ENTRY, PLEASE EMAIL YOUR FINANCE TEAM AND THEY WILL PROVIDE YOU CLARIFICATION.
* STUDENTS: If you do not know your funding chartfield, ask your PI for the name/project and put it in the comments. E-mail [finance@mse.ufl.edu](mailto:finance@mse.ufl.edu) and they can fill it in before submission.





Table

Description automatically generated with medium confidence

**COMMENTS SECTION:**

**FACULTY ARE REQUIRED** TO INPUT THEIR MISSED CLASS HOURS HERE AND INDICATE WHAT PROVISIONS ARE BEING MADE FOR TEACHING THE COURSE IN YOUR ABSENCE.

A picture containing shape

Description automatically generated

ONCE ALL OF THE ABOVE HAS BEEN COMPLETED CLICK CREATE REQUEST.



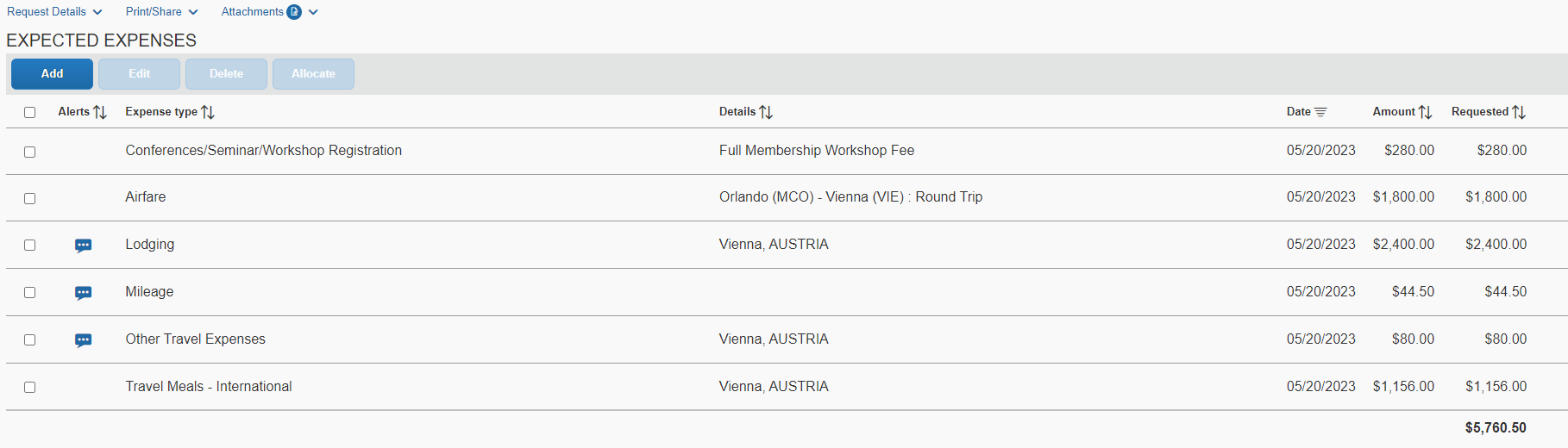
ONCE CREATED YOU WILL ADD YOUR EXPECTED EXPENSE:

Graphical user interface, text, application, chat or text message

Description automatically generated

EACH EXPENSE WILL BE ONE LINE ITEM. NOTE YOUR TRAVEL REPORT IS AN ESTIMATED AMOUNT OF YOUR EXPENSES AND DOES NOT NEED TO BE EXACT.

**EXAMPLE OF EXPENSES:**



**CLEAR YOUR ALERTS:**

BE SURE TO CLEAR ANY ALERTS ESPECIALLY RED ALERTS, TO CLEAR THESE YOU WILL CLICK ALERTS TO OPEN THE DROP DOWN AND READ EACH ALERT TO RESOLVE.

Graphical user interface, application

Description automatically generated

These alerts will remain as FYIs – that is fine.

Graphical user interface, text, application

Description automatically generated

**IF YOU HAVE ANY QUESTIONS OF CONCERNS, PLEASE DO NOT HESITATE TO EMAIL YOUR FRIENDLY FINANCE STAFF. WE WILL BE HAPPY TO REVIEW YOUR TR BEFORE SUBMISSION.**