

# TRAVEL AUTHORIZATION (BEFORE TRAVEL)

Traveler's Name:	Dept #:	
UF ID:	Project #:	

If P-card was used please indicate P-card holder:

	Meals	B	L	D	Meals	B	L	D
Destination:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departure Date:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departure Time:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return Date:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return Time:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Note excess meals in comments box\*

**Conference/Convention Travel**

Name of Meeting: \_\_\_\_\_ Itinerary/Program attached

ADDITIONAL EXPENSES			
Personal Funds	Amount	P-Card	Amount
Airfare	\$	Airfare	\$
Lodging	\$	Lodging	\$
Registration	\$	Registration	\$
Rental Car	\$	Rental Car	\$
Parking	\$	Parking	\$
Fuel	\$	Fuel	\$
Bus	\$	Bus	\$
Taxi/Shuttle	\$	Taxi/Shuttle	\$
Tolls	\$	Tolls	\$
Baggage Fee	\$	Baggage Fee	\$
Misc Expense (Write in Misc Travel Expense Here)	\$	Misc Expense (Write in Misc Travel Expense Here)	\$
Per diem	\$	Per diem	\$
Mileage	\$		

**Comments or Justification**

Information shared will be useful for teaching, extension and research at the University of Florida.

I hereby certify or affirm that the above were actually incurred by me as necessary traveling expenses in the performance of my official duties: attendance at a conference or convention was directly related to the official duties of the agency; any meals or lodging included in a conference or conventional fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of section 112.061 Florida Statutes.

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Submit**