

**Travel Authorization Request Form**

**Instructions:** Complete the TAR form and return to the Graduate Director together with a blank copy of the registration form **at least one month** prior to the travel.

Date Submitted: \_\_\_\_\_

Name	
EMPLID/PID	
City of Residence	
Destination of Trip (City, State)	
Date and time of Departure	
Date and time of Return	
Reason for Travel Presenting Research or Other Reason	
Title of Presentation	
Name of Conference (Do not abbreviate)	
Are you applying to Grad Studies or Student Government for funding? (If yes, please put Tami Pullin <a href="mailto:tamara.pullin@ucf.edu">tamara.pullin@ucf.edu</a> as the dept. contact person on the form and give Tami a copy of the application along with this TAR)	<b>Graduate Studies?</b> _____ (Y/N) <b>Student Government?</b> _____ (Y/N)
What is the best way to get in touch with you? Please include a phone # and email where you can be reached. KNIGHTS e-mail only!	_____@knights.ucf.edu
Please list the approximate amount of money you plan to claim in each of the categories: (Note: reimbursement cannot be provided for categories where no expenses are indicated)  **If you plan to rent a vehicle, you must see Tami <b>BEFORE</b> renting the vehicle. Failure to do so might result in you not being reimbursed for the expense.	<b>Registration:</b> _____ <b>Airfare:</b> _____ <b>Hotel:</b> _____ <b>Mileage:</b> _____ <b>Parking:</b> _____ <b>Ground Transportation:</b> _____ <b>Meals:</b> _____ <b>Total:</b> _____
<b>Note: Funding from all university sources cannot exceed actual expenses for this trip.</b>	

\_\_\_\_\_  
**Approved by  
Graduate Director**

\_\_\_\_\_  
**Approved by Dept.  
Chair**

\_\_\_\_\_  
**Amount Approved**

\_\_\_\_\_  
**Date Approved**

If you are planning to take personal days in conjunction with this trip, let us know how you are handling your teaching/GTA/GRA/GA duties. Be very specific as this must be approved by the Chair and your faculty supervisor. Please attach an e-mail from your faculty supervisor approving personal leave associated with this travel request.