



# Complimentary Travel Form

Please complete this form to document department approval of complimentary travel. No Spend Authorization is created for travel where no UCF funds are used.

**Authorization of international work-related travel by UCF Global is still required.**

Traveler's Name \_\_\_\_\_ Preparer's Name (if not Traveler) \_\_\_\_\_

Affiliation \_\_\_\_\_ description if Other \_\_\_\_\_

Affiliated Department/School/Center \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Destination (city, state, country) \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Benefit to UCF \_\_\_\_\_

Missed Obligations (class, office hours, meetings, etc.)  
*Explain how each instance will be covered.*

[International Travel](#)  
*See link for additional information.*  
Attach Travel Authorization Petition and Travel Registration.

## Signatures

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair or Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date