



FINANCE BUSINESS CENTER

Supporting the College of Engineering and
Computer Science & College of Sciences

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.

Signatures

Traveler's Signature

Date

Chair/Director Signature

Date

[International Travel](#)

See link for additional information.

Attach Travel Authorization Petition
and Travel Registration.