Travel	<b>Pre-Authorization</b>	Req	uest

Sciences		Travel Pre-Auth	orization R	equest				
Traveler Informa	<u>tion</u>			-		to	otal	
*Traveler's Name _			Preparer's Na	ame (if not Trav	eler)			
*Traveler's Email				*Is <sup>-</sup>	Traveler a L	JS Citizen	□ yes	□ no
*Affiliation			Other	*ls <sup>-</sup>	Traveler an	Employee	🗆 yes	□ no
*Affiliated Departm	nent/School	/Center						
*Departure Date		_ *Return Date			-	nternation		
*Destination (city, s	tate, country	)				Atach bot	h the	
*Travel Request Typ	be					uthorization ravel Registr		
Trip Information								
*Event Name/Desc	ription	kshop 🗆 Meeting						
Event Start Date		Event End Date						
*Purpose of Travel	(check all th	at apply)						
Present F	Paper	Collaboration	Professiona	al Development	t	Recruit	Student	ts
🗆 Recruit F	aculty	Present Poster	Training	Technical	Session	🗆 Fieldwo	ork	
Required	by Agency		Otl	her				
*Benefit to UCF								
Missed Obligations Explain how each inst	•	e hours, meetings, etc.) covered.						
	and review	r linked resources for me s for Dean and Provost		. Please comple	ete and atte	ach require	d forms.	The
□ Over 30 Days	□ Trav	el Advance Requested	□ <u>Fie</u>	ld Advance Rec	uested + P	ower of At	orney	
□ Group Travel Ros	ter 🗆 Expo	ort Control	□ <u>Re</u> s	stricted Destina	<u>ition</u>			
	□ <u>Ove</u>	night stay within 50 mil	les of headquar	ters 🗆 Fly Ame	erica Act (t	ravel on Fe	deral gra	ants)
* <u>Funding Source(s)</u> Include Worktags if	_	unsure, please describe	the funds. Expl	ain any charge	splitting or	funding ca	ps.	
🗆 Grant fur	nds 🗆 Grar	t and non-Grant funds	🗆 no Grant fu	inds				

If using fund types listed below, at ach the award information. (check all that apply)

□ <u>University Travel Awards</u>

□ COS Research Travel Grant

 $\hfill\square$  I expect to be reimbursed by an outside organization and have reduced the amount from UCF.

□ I expect an outside organization to pay for a portion or all cost and will arrange for UCF to be reimbursed.

□ Student Government Award □ College of Graduate Studies (added directly to student account)

\*<u>Requested Travel Funds</u>

## Total Funds Requested \_\_\_\_\_

Registration	Per Diem (\$80/day)	
Airfare	Domestic Meal Allowance (\$36/day)	
Parking	Foreign Meal Allowance	
Mileage (\$0.445 per mile)	Car Rental	
Tolls	Fuel (for rental car only)	
Taxi/Rideshare	Internet/Business Calls	
Conference Hotel	Passport/Visa/Conversion Fees	
Non-Conference Hotel	Presentation Materials	

\*<u>Signatures</u>

Traveler's	□ Preparer's	Signature	Date
UCF Faculty or Staff M	ember approver	Signature	Date
This may be the travel	er's supervisor, research advis	or, grant PI, search committee cha	ir, etc.
Chair or Director		Signature	Date
	Please add	d complete worktags below	
Budget	t Analyst review		
Post A	ward review		

## **Travel Pre-Authorization Request Form Directions**

Completed forms should be emailed to <u>cos.financebusiness@ucf.edu</u> for processing.

**Note**: Faculty and staff entering Spend Authorizations (SA) into Workday are not required by the Business Center to use this form unless required by their Chair or Director. The SA takes the place of this form. Travel policy and budget review will take place in Workday if the form is not used.

Students submitting their own SA should use this form and upload on the Attachments tab in Workday.

- All items in Traveler Information are required. The total in upper right will auto-calculate.
   Note: Travel over 30 days requires Provost approval. Review the resource under Special Considerations.
- International travel requires approval by UCF Global even if it is complimentary. Note: The approved Travel Authorization Petition (TAP) and Travel Safety Registration are required before a SA
- can be submitted. Refer to linked resource for details.3. Describe the reason for your travel.
- Note: If you are not attending an event with a program either include a detailed itinerary or complete the Meeting Information Form.
- 4. Benefit to UCF is required for all travel and must be included in the SA.
- 5. Detail any missed obligations and how they will be covered.
- Review all Special Considerations. If applicable to your trip view linked resources and include any required forms. Note: Do not route forms to COS Dean or Provost. The Business Center will route for additional signatures.
- 7. Funding source is required if travel is not complimentary.
  - a. Review additional fund types and attach award information if applicable.
  - b. CGS funds should not be included in the Requested Travel Funds.

Note: Federal grants require that airfare comply with the Fly America Act. Review the resource linked under Special Considerations.

- Please include only funds requested from UCF in this section. This should be your best estimate. See below for more information on specific items. If you have questions, please reach out to your Travel and Procurement Coordinator.
  - a. Mileage: Enter the number of miles. The form will calculate the dollar amount.
  - b. Taxi/rideshare: UCF allows up to a 20% tip.
  - c. Conference hotel: Used when booking in a block of rooms reserved by the event.
  - Non-conference hotel: Used for any other lodging type. Please note there is a cap of \$225 per night.
     Exceptions can be made if no hotels are available

	Sollege of			Reset Fo
	UCF Sciences	Travel Pre-Au	uthorization Request	. <u>¢ 0.00</u>
	Traveler Information			total \$ 0.00
	*Traveler's Name		Preparer's Name (if not Traveler	r)
	*Traveler's Email		*Is Trav	reler a US Citizen 🗆 yes 🗆 ı
	*Affiliation Select One	descriptio	n if Other *Is Trav	eler an Employee 🗆 yes 🗆 n
	*Affiliated Department/School	/Center Select C	)ne	
	*Departure Date	*Return Date	2	International Travel See link for additional information.
	*Destination (city, state, country	ı)		Atach both the
	*Travel Request Type Sele	ect One		Fravel Authorization Petition (step and Travel Registration (step 3)
	Trip Information  Conference Wor  Fevent Name/Description (no abbreviations)	rkshop 🗆 Meetin,	g 🗆 Other	
	Event Website			
	Event Start Date	Event End Date		
	*Purpose of Travel (check all th	nat apply)		
	Present Paper	Collaboration	Professional Development	Recruit Students
	Recruit Faculty	Present Poster	Training     Technical Ses	sion 🗆 Fieldwork
	Required by Agency		Other	
)	*Benefit to UCF			
	Missed Obligations (class, offic Explain how each instance will be		etc.)	
	Group Travel Roster DExpo Ove		<u>Restricted Destination</u> miles of headquarters         Ely Americ	-
			ribe the funds. Explain any charge spli nds □ no Grant funds	
	Include Worktags If possible. If Grant funds Grant If using fund types liste University Travel Awards I expect to be reimbursed by I expect an outside organization	nt and non-Grant fur ed below, at ach the COS Res an outside organiza ion to pay for a port		tting or funding caps. ply) om UCF. F to be reimbursed.
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	Include Worktags If possible. If Grant funds Grant If using fund types liste University Travel Awards I expect to be reimbursed by I expect an outside organizat Student Government Award *Requested Travel Funds Registration Airfare Parking	nt and non-Grant fur ed below, at ach the <u>COS Ret</u> an outside organiza ion to pay for a port <u>College of Gradu</u>	nds on Grant funds award information. (check all that app isearch Travel Grant tition and have reduced the amount frr tion or all cost and will arrange for UCI uate Studies (added directly to studen Total Funds Rec Per Diem (\$80/day)	tting or funding caps.
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- at that rate and comparable rates are documented at the time of booking. Please reach out to your Travel and Procurement Coordinator for guidance.
- e. Per Diem: Used for lodging and meals combined. This may not be claimed if you are also requesting hotel or meal allowance.
- f. Domestic Meal Allowance: Calculated based on your departure and arrival times (\$6 breakfast, \$11 lunch, \$19 dinner). Please estimate based on the number of days. No receipts are required.
- g. Foreign meal allowance: Calculated based on the <u>US Department of State rates</u>. No receipts are required.
- h. Car Rental: UCF has contracted rates, please ensure you book through Concur or one of UCF 's contracts.
- 9. Please sign as the traveler or preparer and route for approval signature(s). See **Note** at the top of these instructions.
  - a. If a Chair or Director is traveling, please send to <u>cos.financebusiness@ucf.edu</u> for routing to the Dean.
  - b. A student should ask their PI or supervisor to sign the form.
  - c. If your area requires Chair or Director approval outside Workday, please route the form to them for approval.
- 10. Once the form is received by the COS Finance Budget Business Center it will be routed for budget review if needed. Please leave this area blank.

## Items marked with \* are required fields.