

Travel Authorization Request Form-STUDENTS

Instructions: Complete the TAR form and return to Shannon Cajigas **at least one month** prior to the travel. She will take care of getting all the applicable signatures

Date Submitted:

Name	
EMPLID/PID	
City of Residence	
Destination of Trip (City, State)	
Date of Departure	
Date of Return	
Reason for Travel Presenting Research Other	
Title of Presentation	
Name of Conference (Do not abbreviate)	
Are you applying to Grad Studies or Student Government for funding? (If yes, please put Shannon Cajigas (shannon.cajigas@ucf.edu) as the dept. contact person on the form	Grad Studies: Yes No Student Government: Yes No
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!	
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 Shannon BEFORE renting the vehicle. Failure to do so might result in you not being reimbursed for the expense.	Registration: _____ Airfare: _____ Hotel: _____ Meals: _____ Mileage: _____ Car Rental: _____ Parking: _____ Ground Transportation: _____ Total: \$ _____
Note: Funding from all university sources cannot exceed actual expenses for this trip.	

Grad Director/PI Approval

\$ _____
Amount Approved

Budget Approval

Funding Account

Chair Approval