

Place an "X" in the box if it does not allow you to check the box.

Unit:

Travel Pre-Authorization Request

Request Type	<input type="text"/>	Funding		
Date Prepared	<input type="text"/>	Dept/Proj #	Amount	or %
Traveler's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Affiliation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is traveler a U.S. citizen	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee # (if employee)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Departure Date & Time	<input type="text"/>	\$ - 0%		
Return Date & Time	<input type="text"/>	<input type="text"/>		
Destination (City, State, Country)	<input type="text"/>			

Select all that apply

Event Type Conference Workshop
 Meeting Other - explain below

For All - Event Name (no abbreviations)

Travel Purpose Present Paper Collaboration
 Professional Development Training
 Recruit Faculty Recruit Students
 Disseminate the project's research results by presenting:
 Contributed Paper Invited Paper
 Poster Other (explain below)
 Attend technical session
 Required mtg by (agency name): _____
 Performing Fieldwork

Other (explanation)

Coverage Plans

SELECT ALL THAT APPLY

Review and approval must include the College. Additional forms are attached (if applicable)

All travel Export Control
 Restricted Destination More than 30 days
 Travel Advance Group Travel Roster
 Field Advance Overnight stay within 50 miles of headquarters
 Reason is to conduct research or trip is C&G funded

Informational Purposes International Travel

Pre-approval will take place in PeopleSoft C&G funded - for all international travel or domestic > \$2,000

Conference, Meeting or Workshop Dates:
 Begin Date: End Date:
 attach a separate sheet if there are multiple events and/or multiple days with no event activity

UCF Travel Categories	Amount Requested	Faculty Expense Card	Request Business Center Pay	Reimbursement
Registration Fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Airfare	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Per Diem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Car Rental	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Taxi/Shuttle/Tolls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internet & Business Calls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Presentation Materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport/Visa/Conv.Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--Total--	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Missed Obligations (e.g. class, office hours, meetings, etc.)	Explain for each instance, how these will be covered
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Traveler's Signature (for UCF employees or students only) Date

Supervisor's Name (if not listed below) Signature Date

Principal Investigator (PI) # C&G Signature Date

Other Funding Sources (only select if applicable)

I will or have submitted the Application for University Funds to Support Faculty Travel? [\[form\]](#)

I expect to be reimbursed by an outside organization and have reduced amount from UCF accordingly.

I expect an outside organization to pay for a portion or all of the cost and I will arrange for the university to be reimbursed.

I have received an approved COS Research Travel Grant. [\[form\]](#)

I have received funds from College of Graduate Studies or Student Government Association that I want to use. **A copy of the award be provided.**

Maximum Amount