



Division of UNDERGRADUATE STUDIES

REQUEST TO TRAVEL

Traveler Information

Traveler's Name

Department

Travel Destination

Purpose (e.g., Conference Name, Meeting Name)

Departure Date

Est. Departure Time

Return Date

Est. Return Time

Benefit to Florida State University:

Additional Information:

Estimated Travel Expenses

Total Travel Request:

Hotel Accommodations

of nights

nightly rate

of rooms

hotel total

Airfare

of tickets

price per ticket

airfare total

Mileage (round trip)

of miles

mileage rate

mileage total

Charter Transportation
(group travel only)

name of charter company

charter rate

charter total

Car Rental
(compact class unless justified)

rental rate (per day)

of days

car rental total

Conference Registration

registration cost

registration due date

registration total

Incidentals

Taxi

Parking

Tolls

Other

incidentals total

Meals

Breakfast

per day

of days

of people (group travel)

breakfast total

Lunch

per day

of days

of people (group travel)

lunch total

Dinner

per day

of days

of people (group travel)

dinner total

Approvals

Department ID / Fund / Project

Funding Type:

E&G

C&G

Foundation

Additional Comments:

Department Head / Supervisor / PI Approval

Fiscal Manager Approval