



# 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