

FLORIDA ATLANTIC UNIVERSITY™

DIVISION OF RESEARCH

Research Accounting Travel Information Sheet

Please complete this form for grant accounts if you are unable to obtain an agenda for the trip.

Traveler Information (Required)			
Name of Traveler:			
Traveler Phone Number:		Traveler Email:	

TAG Information (Required)			
Will the travel cost be allocated to multiple TAG numbers?	Yes	No	
If yes, please provide all TAG number related to this trip:			
Please explain the allocation method used to charge each TAG if the trip cost has been allocated to multiple TAG numbers:			
Please Refer to the Research Accounting 10.5.7 Direct Cost Policy pages 5 & 6 regarding the allocation method justification. See link below.			

Conference/ Meeting Information (Required)	
Type of trip (Conference, workshops, Research Collaborations, etc.):	
Meeting /Conference Title:	
Departing Location (City, State, Country):	
Arriving Location (City, State, Country):	
Start Date and Time:	
End Date and Time:	
Traveling companion name if Applicable:	

What is the purpose of the trip? (Required)

How does this trip benefit the research project? (Required)

For any Additional Information:
For Example, if traveling to multiple locations for both business (grant) and personal, please provide exact dates of travel related to business purpose or if traveling to multiple locations for business (grant) purpose, please provide all locations and timeframes.

Form Completed by: _____ Date of Completion: _____

NOTE:
10.5.7- Direct Cost Policy
http://www.fau.edu/research/docs/policies/research-accounting/direct_cost.pdf