**Complete form and attach to email request for Chair’s approval (Cc:** **patricka@fau.edu****).**

**Domestic travel: At least 2 weeks in advance and/or International travel: At least 3 weeks in advance**

|  |  |
| --- | --- |
| **Name** (as it appears on your travel I.D.): |        |
| **Extension**: |        |   |
| **Z#:** |        |  |
| **Benefit to State**: |        |
| **Destination**: |        |
| **Purpose of Travel**: |    |
| **Conference Title** (if applicable): |        |
| Departure (from home or campus): | Date: |       *(M/d/yyyy)* | Time: |   :    | Location: |        |
| Return (to home or campus): | Date: |      *(M/d/yyyy)* | Time: |   :    | Location: |        |
| Will you miss any classes? | [ ]  | Yes | [ ]  | No |  |
| If yes: | Date: |       *(M/d/yyyy)* | Course#: |        |
|  | Coverage: |       |
|  | Date: |       *(M/d/yyyy)* | Course#: |        |
|  | Coverage: |       |
|  | Date: |       *(M/d/yyyy)* | Course#: |        |
|  | Coverage: |       |
|  |  |
| Source(s) of Funding: | E&G | [ ]  | Amount: | $      | Account#: |       |
|  | Foundation | [ ]  | Amount: | $      | Account#: |       |
|  | Grant | [ ]  | Amount: | $      | Account#: |       |
|  |  |
| Estimated Expenses: | Lodging\*: | $      | (include estimated tax if applicable) |  |  |
|  | Registration: | $      | Pay with P-Card? | [ ]  | Yes | [ ]  | No |
|  | Car Rental\*\*: | $      | Enterprise/National Contract Rate? | [ ]  | Yes | [ ]  | No |
|  | Airfare\*\*\*: | $      | Pay with P-Card? | [ ]  | Yes | [ ]  | No |
|  | Airport Parking: | $      |  |
|  | Cabs/Shuttles: | $      |  |
|  | Other: | $      | Type of Expense: |       |
|  | Per Diem: | $      | Leave this field blank. |   |
|  | Mileage: | $      | Leave this field blank.  |  |  |
| Notes: |        |
|  |  |
| \*Hotel receipts must be itemized \*\*For instructions on reserving Enterprise or National rental car using the State of Florida rates click [here](http://www.fau.edu/controller/travel/car_rental.php). If not using Enterprise/National, a justification must be provided. |
| \*\*\*Reimbursements are for economy/coach rates only. Upgrades are at traveler’s expense unless justified. |

For additional information on FAU’s Expense/Travel Policies and Procedures, click [here](http://www.fau.edu/controller/travel/pdfs/PolicyUpdates.pdf).