**Complete and attach this form to an email to your Chair requesting approval, Cc:** **patricka@fau.edu****.**

[Faculty Absence Notification/Leave Request Form](https://www.fau.edu/provost/documents/faculty-leave-form-4-11-17.pdf) is required with TAR submission.

**Domestic Travel TAR is required 2 weeks in advance.**

**International travel TAR is required at least 4 weeks in advance.**

 The following **documents are required for international travel:**

1. [fau-faculty - Welcome Cultural Insurance Service International](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwelcome.culturalinsurance.com%2Fcollege%2Ffau-faculty%2F&data=05%7C01%7Cpatricka%40fau.edu%7Cc69755b6537146b0f6da08dbab294606%7C63c3c9c1e824413fb4352f0cabb2828f%7C0%7C0%7C638291965974844881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=BCy%2F5L6q%2Bin0DkwSq69%2FvXNT3KjiWiPiBIJ72CjcySE%3D&reserved=0)
2. <https://www.fau.edu/honors/documents/travelwaiverlevelsoneandtwo.pdf>

**If presenting at a conference or conducting research, please email the acceptance letter and schedule for conducting research at the location(s).**

**Please consolidate receipts & bank statements into one e-mail within two weeks of return from travel. Credit card statements need to show the travel expenses only.**

|  |  |
| --- | --- |
| **Name** (as it appears on your travel I.D.): |        |
| **Phone:** |        |  **Z#**: |
| **Benefit to the University** (required): |        |
| **Destination(s)**: |        |
| **Additional travelers**: | If a spouse or dependent is accompanying you on University-related travel you must indicate this information here: |
| **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 |  |
| **Source(s) of funding**: | Research & Travel | [ ]  | Amount: | $      | TAG/Acct.#: |       |
|  |  | [ ]  | Amount: | $      | TAG/Acct.#: |       |
|  |  | [ ]  | Amount: | $      | TAG/Acct.#: |       |
|  |  |
| **Estimated expenses**: | Lodging\*: | $      | (include estimated tax if applicable) |  |  |
|  | Registration: | $      | **Pay with P-Card?** | [ ]  | Yes | [ ]  | No |
|  | Car Rental\*\*: | $      | Avis/Budget/EnterpriseContract Rate? | [ ]  | Yes | [ ]  | No |
|  | Airfare\*\*\*: | $      | **Pay with P-Card?** | [ ]  | Yes | [ ]  | No |
|  | Airport Parking: | $      |  |
|  | Transportation Cabs/Shuttles: | $      |  |
|  | Other: | $      | Type of expense: |       |
|  | Per Diem: | $      | Leave this field blank. |   |
|  | Mileage: | $      | .445 cents per mile according to FL Statutory Rate |  | Mileage from campus or home, whichever amount is less. |
| **Notes**: |       |
| \*Hotel receipts must be itemized\*\*For instructions on reserving Avis or Budget rental car using the State of Florida rates click [here](https://www.fau.edu/controller/travel/car-rental/). If not using Avis/Budget, justification is required. \*\*\*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](https://www.fau.edu/controller/documents/travel/expense-travel-policies-and-procedures.pdf) |