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

**Faculty must include completed** [**Faculty Absence Notification/Leave Request Form**](https://www.fau.edu/provost/resources/files/faculty-absence-and-leave-request-memo-rev.4.11.17.pdf) **with TAR submission.**

**Domestic travel: At least 2 weeks in advance - International travel: At least 3 weeks in advance**

|  |  |
| --- | --- |
| **Name** (as it appears on your travel I.D.): |        |
| **Phone**: |        |   |
| **Z#:** |        |  |
| **Benefit to State** (required): |        |
| **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 |  |
|  |  |
| **Source(s) of Funding:** | E&G | [ ]  | Amount: | $      | TAG/Acct.#: |       |
|  | Foundation | [ ]  | Amount: | $      | TAG/Acct.#: |       |
|  | Grant | [ ]  | Amount: | $      | TAG/Acct.#: |       |
|  | Other | [ ]  | Amount: | $      | TAG/Acct.#: |       |
|  |  |
| **Estimated Expenses:** | Lodging\*: | $      | (include estimated tax if applicable) |  |  |
|  | Registration: | $      | **Pay with P-Card?** | [ ]  | **Yes** | [ ]  | **No** |
|  | Car Rental\*\*: | $      | Avis/Budget 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 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, 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](https://www.fau.edu/controller/documents/travel/expense-travel-policies-and-procedures.pdf)