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