

Travel Authorization Request WORKSHEET

Traveler: _____ UFID: _____

Conference: _____

Destination: _____

Dates of Trip: _____ Through: _____

Time of Departure: _____ AM/PM Time of Return: _____ AM/PM

Purpose of Trip:

Explain how your trip will benefit UF and Linguistics:

International Travel

****If you are planning on traveling internationally (including Canada) you must visit:**

<http://www.ufic.ufl.edu/travelregistration.html>

to register for MEDEX

_____ *Please check here once you've completed MEDEX registration for international travel*

Estimated Expenses:

Please check applicable items and estimate cost:

_____ Airfare	\$ _____
_____ Registration	_____
_____ Lodging	_____
_____ Meals (\$/day depends on location)	_____
_____ Per Diem @ \$80/day in lieu of lodging & meals	_____
_____ Car Rental	_____
_____ Mileage (private vehicle)	_____
_____ Incidental Expenses	_____
_____ Other	_____
TOTAL:	_____

Please provide name of department or account(s) to charge if you're getting funding from another department/grant/etc.:
