

IFAS SSC TRAVEL EXPENSE REQUEST

Please complete all fields, as applicable.

Name					UF ID					TA #					
Chartfield or Project#											*If split funding indicate on line item				
Business Purpose															
Name of Event															
Benefit to UF (Be Specific)															
Departure Date				Depart Time				From				To			
Return Date				Return Time											

If Traveling to Multiple Locations:

Departure Date				Depart Time				From				To			
Return Date				Return Time				From				To			
Departure Date				Depart Time				From				To			
Return Date				Return Time				From				To			

Date(s) of Expenses															Total		Total		Project/funding
	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	
EXPENSE TYPE																			
Car Rental																\$0.00	\$0.00		
Registration Fee																\$0.00	\$0.00		
Fuel																\$0.00	\$0.00		
Lodging																\$0.00	\$0.00		
																\$0.00	\$0.00		
																\$0.00	\$0.00		
																\$0.00	\$0.00		
																\$0.00	\$0.00		
																\$0.00	\$0.00		
																\$0.00	\$0.00		
																\$0.00	\$0.00		
																\$0.00	\$0.00		
Number of Miles																\$0.00	\$0.00		
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Date(s) of Expenses															Total		Total		Project/funding
	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	PCARD	PERSONAL	
EXPENSE TYPE																			
																\$0.00	\$0.00		
																\$0.00	\$0.00		
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																\$0.00	\$0.00		
																\$0.00	\$0.00		
Number of Miles																\$0.00	\$0.00		
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Due to Traveler

UF Vehicle or Rental Agreement Number														
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Comments:														
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****UF Travel requires a copy of a blank or completed registration form and a copy of the agenda/program for all conferences, meetings or conventions. Be sure all receipts are scanned, attached and legible. Thank you!**