## IFAS SSC TRAVEL EXPENSE REQUEST

Please complete all fields, as applicable.

| Name                     |                     |          |             |              |           |          |         |          |        | UF ID    |        |          |              | 1                                      | TA               | # I     |      |                   |
|--------------------------|---------------------|----------|-------------|--------------|-----------|----------|---------|----------|--------|----------|--------|----------|--------------|--|------------------|---------|------|-------------------|
| Chartfield or Project#   |                     |          |             |              |           |          |         |          |        |          |        |          | *If colit fu | If split funding indicate on line item |                  |         |      |                   |
| _                        |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | anung            | muicati | e on | inie item         |
| Business Purpose         |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| Name of Event            |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| Benefit to UF            |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| (Be Specific)            |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| Departure Date           | Depart Time From To |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| Return Date              |                     |          | Ret         | turn Time    |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| If Traveling to Multiple | Locatio             | ns:      |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| Departure Date           |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| Return Date              |                     |          | Return Time |              |           |          | From    |          | То     |          |        |          |              |  |                  |         |      |                   |
| Departure Date           |                     |          |             | part Time    |           |          | From To |          |        |          |        |          |              |  |                  |         |      |                   |
| Return Date              |                     |          |             | turn Time    |           |          | From    |          |        |          |        |          |              |  |                  |         |      |                   |
| Retuin Date              |                     |          | l Ke        | turii riirie |           |          | FIOIII  |          |        |          |        | То       |              |  |                  |         |      |                   |
| 5.47.65                  |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  | _       |      |                   |
| Date(s) of Expenses      |                     | T        |             | ı            |           | 1        |         |          | ı      |          | I      |          |              |  | Tota             |         |      | Project/funding   |
| EXPENSE TYPE             | Pcard               | Personal | Pcard       | Personal     | Pcard     | Personal | Pcard   | Personal | Pcard  | Personal | Pcard  | Personal | Pcard        | Personal                               | Pcar             |         |      |                   |
| Car Rental               |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
| Registration Fee         |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
| Fuel                     |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
| Lodging                  |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.00<br>\$0.00 |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            | \$0.0   | 00   |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            | \$0.0   | 00   |                   |
| Number of Miles          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          | \$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                                 | \$0.0            | \$0.0   | 00   |                   |
| Date(s) of Expenses      |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  | Tot     | tal  | Project/funding   |
|                          |                     |          |             | Γ            | <u> </u>  | Ι        |         |          |        |          |        |          |              |  | Tota             |         |      | Project/fulluling |
| EXPENSE TYPE             | Pcard               | Personal | Pcard       | Personal     | Pcard     | Personal | Pcard   | Personal | Pcard  | Personal | Pcard  | Personal | Pcard        | Personal                               | Pcar             |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            | \$0.0   | 00   |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            | \$0.0   | 00   |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
| Ni mala an af Nation     |                     |          |             |              |           |          |         |          |        |          |        |          |              |  | \$0.0            |         |      |                   |
| 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<br>\$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                                 | \$0.0            |         |      | Due to Traveler   |
| UF Vehicle or Rental     |                     | 7 2.00   | ,           | 7 2.00       | , , , , , | + 3.00   | ,       | T =      | F 2.00 | T        | , =    | 7        | ,            | 7-100                                  | 73.3             | 70.0    |      |                   |
| Agreement Number         |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
| Comments:                |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |
|                          |                     |          |             |              |           |          |         |          |        |          |        |          |              |  |                  |         |      |                   |

\*\*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!