## IFAS SSC TRAVEL EXPENSE REPORT

Please complete all fields, as applicable.

Name										UF ID					TA #			
Chartfield or Project#														*If split fu	unding indicate on line item			
Business Purpose																		
Name of Event																		
Benefit to UF																		
(Be Specific)																		
Departure Date			De	part Time			From					То						
Return Date			Re	turn Time														
If Traveling to Multiple L	ocation	is:																
Departure Date			De	part Time		From To												
Return Date			Po	turn Time								То						
Departure Date		Depart Time									То							
Return Date			Return Time From To															
	If no, please provide explanation.																	
Man this travel he alread				If no, ple	ease prov	vide explana	ation.											
Was this travel booked																		
using the UF Booking tool?																		
Date(s) of Expenses															Total	Total	Project/funding	
EXPENSE TYPE	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal		
Car Rental															\$0.00	\$0.00		
Registration Fee															\$0.00	\$0.00		
Fuel															\$0.00	\$0.00		
Lodging															\$0.00	\$0.00		
Baggage Fees															\$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		
	_		-								_							
Date(s) of Expenses															Total	Total	Project/funding	
EXPENSE TYPE	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal	Pcard	Personal		
															\$0.00	\$0.00		
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															\$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		
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	Due to Traveler	
UF Vehicle or Rental																		
Agreement Number																		
_																		
Comments:																		
					_										_			
		di di a		_														
		**I IF Tr:	avel rec	mires a co	ny of th	o complet	od rogi	stration fo	orm and	a conv of	the age	nda/nroc	ram for	r all confe	roncos m	nantings o	r conventions.	

Be sure all receipts are scanned, attached and legible. Thank you!

Please note : All travelers will be required to log into the travel module (UF GO/Concur) to submit the request once processed by our transaction specialist.