

FSC Travel Request

Traveler:		UFID	
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Account / Project#	
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Name of Meeting	
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Benefit to UF/ Business Purpose Be Specific	
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Check One	In State:		Out of State:		Foreign:		Are you taking UF Property?	
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Departure Date:	Depart Time:	FROM City/State:	TO City/State:
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Return Date:	Return Time:	FROM City/State:	TO City/State:
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Travel to Multiple Locations

Departure Date:	Depart Time:	FROM City/State:	TO City/State:
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Return Date:	Return Time:	FROM City/State:	TO City/State:
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Travel to Multiple Locations

Departure Date:	Depart Time:	FROM City/State:	TO City/State:
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Return Date:	Return Time:	FROM City/State:	TO City/State:
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Does this include Personal Travel?	Beginning Date:	End Date:
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Please note that all amounts are estimates unless reservations have been made. Include all anticipated expenses

Type of Expense	Estimated Costs	
Airfare		<p><u>Exceptions for Booking outside of UF GO</u></p> <p><i>Using a conference hotel rate</i></p> <p><i>Locating a 20% cost savings from a non UFGO source*</i></p> <p><i>Using an AirBnB</i></p> <p><small>*If you want to book outside of UFGO and it <u>does not</u> meet one of these designated exceptions, then during the Travel Request, Meena Thiyagarajah must be Ad Hoc for an exception approval. Provide sound justification and a cost comparison.</small></p> <p><small>*Cost comparison of UFGO rate at time</small></p>
Ground Transportation		
Fuel		
Lodging		
Registration		
Meals: Breakfast \$6	-	
Meals: Lunch \$11	-	
Meals: Dinner \$19	-	
Rental Car		
International Incidentals*		
Personal Vehicle Mileage #miles:		

GRAND TOTAL	\$0.00
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Important Notes

ALL travel accomodations should be booked through UFGO booking tool.

UF Travel requires a copy of a blank registration form, copy of the agenda/program for all conferences, meetings or conventions.