Travel Request Form

Travel request forms are submitted to SGA/COGS to request funding for travel 10 days prior to the trip. This form is used to pre-approve and encumber funding for anticipated expenses.

**Organization Information:** List the organization name, budget number, person initiating request, phone number, and e-mail address.

**Traveler Information:** List the traveler’s name (this is the person who will be reimbursed), address, phone number, e-mail address and emergency contact name and number.

**Travel Purpose and Benefit:** Justify the need to attend the conference, workshop, competition or event and how it will benefit the University.

**Travel Description and Destination:** List the dates, times, city of departure and arrival. If travelers are flying from an airport other than Tallahassee, list the airport.

**Number of Students:** If any other students are traveling a group travel roster must be completed and attached. If any of these students are paying out of pocket and need to be reimbursed, he/she must fill out a separate travel request.

**Anticipated Expenses Paid with A&S Funding:** List the amounts of anticipated expenses for student travelers.

- Registration fees will include the amount per person and the number of fees paid by the traveler.

- Lodging includes the amount per night, number of nights spent at the facility, and number of rooms.

- Air Travel includes the ticket costs and ticket number.

- Avis Rental gas estimate - travelers must list an estimated amount for gas charges.

- Personal Car Travel is based upon the roundtrip mileage estimate from MapQuest for outside of Florida and FDOT for travel within Florida.

- Meal costs incurred during travel that are not included in the conference fee.

- Other section will include incidentals such as parking, tolls, luggage handling or taxi fare during the travel.

**Signatures and Dates** - The traveler and two authorized individuals must sign and date the request. Upon completion of review by the staff, individuals are required to date/time stamp the paperwork for submission to SGA or COGS office for processing.