

## Travel Authorization Request Worksheet

<b>Name:</b>	<b>UFID #</b>	<b>Destination:(city &amp; state OR city &amp; country)</b>	<b>Purpose of Trip: (research, conference etc)</b>
<b>Departure Date/Time:</b>	<b>Return Date/Time:</b>	<b>Name of Conference: (if applicable)</b>	

### P-CARD CHARGES (list ONLY P-Card charges in this table)

Type of Expense (airfare, registration, etc):	Amount Charged:

**ESTIMATED EXPENSES: LIST OF EXPENSES YOU EXPECT TO HAVE REIMBURSED. (DO NOT INCLUDE P-CARD CHARGES IN THIS LIST.)**

Airfare	\$ _____	Registration	\$ _____	
Lodging	\$ _____	Meals	\$ _____	(foreign rates see Desiree)
Car Rental	\$ _____	Mileage	\$ _____	
Other	\$ _____			
	\$ _____			
	\$ _____ (please identify what the other expected expenses may be)			
<b>Total</b>	<b>\$ _____ (DO NOT INCLUDE P-CARD CHARGES IN THIS TOTAL)</b>			

### DEPARTMENT USE ONLY

The following information **MUST** be completed by Julia **PRIOR** to having a Travel Authorization completed.

Department ID: \_\_\_\_\_

Fund: \_\_\_\_\_

Program: \_\_\_\_\_

Source: \_\_\_\_\_

Project: \_\_\_\_\_