

## Department of Chemical Engineering: Travel Authorization Form (TA)

TRAVELER INFORMATION		
<b>Traveler:</b>		<b>UFID#</b>
Depart Date/Time:	Return Date/Time:	Project to Pay:
Destination of Trip:		
Purpose of Trip/Benefit to State or Project:		

DOES THIS TRAVEL REQUIRE A DISCLOSURE OF OUTSIDE ACTIVITIES AND FINANCIAL INTEREST FORM?  Yes or  No   
<https://business.it.ufl.edu/wp-content/uploads/2018/05/disclosure-of-outside-activity-form.pdf>

**IS THIS FOREIGN TRAVEL?**  (Yes) or  (No)  
**(Please complete reverse side for Foreign Travel Only).**

EXPENSES				
Business Expense Description	Amount and Type of Payment			Comments
	UF PCard	Personal Funds	Complimentary	
Registration				
Airfare				
Lodging				
Car Rental				
Fuel for Rental				
Mileage (0.445/Mile) <i>Personal Car</i>				
Taxi/Shuttle/Train				
Baggage Fees				
Parking				
Tolls				
Meals				
Other				
Totals				

**COURSES AFFECTED BY TRAVEL? (Please check one)**

<input type="checkbox"/> Travel is not during assigned class time  ECH _____ ECH _____ ECH _____	<input type="checkbox"/> Travel is during class time. Classes Affected are as follows:  The following provisions have been made for teaching the above mention courses in my absence: (Please also list contact information while on travel)
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I hereby certify that this is for official business of the University of Florida and will be performed for the purpose(s) stated.

\*\*\*BUDGET AUTHORITY SIGNATURE IS REQUIRED FOR ANY TRAVELER OTHER THAN THE PI OF THE PROJECT\*\*\*

\_\_\_\_\_  
 Traveler's Signature

\_\_\_\_\_  
 Budget Authority Signature (PI)

\_\_\_\_\_  
 Date

Finance Office Use Only:						
Dept. ID	Fund	Program	SOF	Flex	UFID	Project

## FOREIGN TRAVEL

(Initial) I have consulted with my clinician or a travel clinic about my international travel and have received necessary vaccines and Travel medication.

(Initial) As required I have registered my international travel with the International Center <https://internationalcenter.ufl.edu/node/116> and have received my Team Assist card.

(Initial if applicable) If I am traveling to an embargoed country, I have additionally read the UF policy at <http://www.ufic.ufl.edu/TravelEmbargoed.html> and as required I have contacted Dean Leonardo Villalón at [villalon@afrika.ufl.edu](mailto:villalon@afrika.ufl.edu) or (352)273-1536

(Initial) I plan to take University-owned equipment to a foreign country and I have completed a Foreign Travel Request at <https://myassets.fa.ufl.edu/requests/fta.php>

<http://www.ufic.ufl.edu/Documents/TeamAssistPlan.pdf>

The screenshot shows a web browser window displaying the UF International Center website. The page title is "International Health Insurance and Emergency Assistance Program Enrollment (CISI)". The form is titled "Trip for" and contains the following fields:

- Country: [Dropdown menu]
- City: [Text input]
- Departure: [Date input]
- Return: [Date input]
- Primary purpose of trip: [Dropdown menu]
- Foreign Site Contact: [Text input]
- Foreign Site Phone: [Text input]
- Foreign Site Fax: [Text input]
- Foreign Site Email: [Text input]

At the bottom of the form are "Save" and "Cancel" buttons. The website header includes the UF logo, navigation links for Students, Faculty & Staff, Alumni & Friends, Parents, Visitors & Fans, Learning, and 188185. There is also a search bar and social media icons for Facebook, Twitter, and YouTube.