

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:		

**ALL STUDENTS must register with the Office of Clery Act Compliance prior to trip's departure by using the below online form: [https://ufi.qualtrics.com/jfe/form/SV\\_7Qca0NRNGVvs8UR](https://ufi.qualtrics.com/jfe/form/SV_7Qca0NRNGVvs8UR). Has the (CAC) form been completed?   Yes   or   No**

**Does this travel require any Financial Interest or Outside Activity to be disclosed to the University through the UFOLIO system?   Yes   or   No**

**IS THIS FOREIGN TRAVEL?    (Yes) or    (No)  
(For Foreign Travel, please complete below form).**

EXPENSES				
Business Expense Description	Amount and Type of Payment			Comments
	UF PCard	Personal Funds	Complimentary	
Registration				
Airfare				
Lodging				
Car Rental <small>AVIS (AWD) A113400 Budget (BCD) T417600</small>				
Fuel for Rental				
Mileage (0.445/Mile) <i>Personal Car</i>				
Taxi/Shuttle/Train				
Baggage Fees				
Parking				
Tolls				
Meals <small>Breakfast (\$6) Before 6am, Lunch (\$11) Begins 12 noon, Dinner (\$19) Before 6pm 1 day total \$36.00</small>				
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:  ECH _____ ECH _____ ECH _____
The following provisions have been made for teaching the above mention courses in my absence: (Please also list contact information while on travel)	

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

# INTERNATIONAL TRAVEL ACKNOWLEDGMENT

By submitting this travel authorization request, I certify that the travel authorization is true and correct and is an accurate representation of my intended travel plans as they relate to UF business. Further, I confirm that I have reviewed and acknowledged the following UF policies/directives:

[UF Directives on International Travel](#)      [Taking UF Assets Aboard](#)  
[International Travel Registration](#)      [UF Policy on Export Control](#)  
[UF Policy on Intellectual Property](#)

I certify that I will abide by all UF policies/directives while traveling on UF business. Violation of UF policies or directives while on travel may result in disciplinary action.

**Signature:**

**Name and Title:**

**Date:**

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

The screenshot shows a web browser window displaying the UF International Center website. The browser's address bar shows the URL: [ufic.ufl.edu/Travel/default.aspx?controlkey=Dest&tripid=0&src=home](http://ufic.ufl.edu/Travel/default.aspx?controlkey=Dest&tripid=0&src=home). The website header includes the UF logo, navigation links for Students, Faculty & Staff, Alumni & Friends, and Parents, Visitors & Fans, along with social media icons for Facebook, Twitter, and YouTube. A search bar labeled "Search UFIC Web" is also present.

The main content area is titled "International Health Insurance and Emergency Assistance Program Enrollment (CISI)". Below this title is a form titled "Trip for" with 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 UF logo is visible at the bottom center of the page.