UF Department of Ind Systems Engineeri	ustrial and Travel Au	Travel Authorization Request and / or Expense Report Must be submitted at least five days PRIOR to ALL travel		Office Use Only			
Traveler:		UF-ID #:		ER#			
	100to **	<u> </u>		Print F	orm	- Park	
** For Students or Guests **						RESET PAGE	
Mailing Address (for che	ecks):			Account, P	roject, Grant - #	or Name:	
Email:	,	Alternate Email:					
Supervisor (PI):	Name	Signature Date					
Travel Dates: From	Return	Purpose of Trip: \Box	Collaboration	Guest Sp	beaker Resear	ch/Presentation	
Timo			Comp Travel	Meeting	Teachir	ū	
Time	Time	_	Conference	Recruitin	g Worksh	юр	
Travel Origination:		Travel Destination and/or Event URL:					
Description (What will	you be doing?):	G. 1. G. 1 G. 1 G. 1 G. 1 G. 1 G. 1 G.					
Benefit to University / De	partment / Project / Gr	ant: Ad	lditional co	mments?(I	Personal days?):	:	
Travel <u>WILL</u> take plac	e place while class is in	ON CLASSES (TRAVELER MUST MARING Session. Sion, the classes affected by this trave MADE (Describe in detail):		.E RESPONSE)			
Foreign Travel ? $\left\{ egin{array}{c} \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	Register foreign travel with Submit <i>Foreign Travel with</i>	UF-IC at https://internationalcenter.ufl.edu/no Equipment Request to Asset Management at	de/116, and pr	ovide insurance ets.fa.ufl.edu/req	acknowledgement foundation acknowledgement foundation acknowledgement for uests/fta.php, and processes acknowledgement for uests/fta.php.	orm (Required).	
Expenses: PCA			Meals: Meals to be reimbursed				
$(\times$	box) \$ Amount			_	\$6 \$11 \$19		
Registration Fee				Date	B L D	\$ Amount	
Airfare] Airl	ine Ticket#		<u> </u>			
Lodging] x	days Hotel Name		├ ─/ <i>├</i> ─			
Rental Car	*Note	If you want a reservation made on your behalf to be clist PCard, you must submit a completed Rental Car	harged on an Request Form		<u> </u>		
Fuel				├ ─/ <i>├</i> ─	<u> </u>		
Taxis				├ ─/ <i>├</i> ─	1		
Bus/Train		Bus Rail Subway Shu	ttle	├ ─/ <i>├</i> ─	<u> </u>		
Tolls				├ ─/ <i>├</i> ─			
Parking				├ ─/ <i>├</i> ─	-		
WiFi or Phone				├ ─/ <i>├</i> ─			
Personal Car	>	# of miles x 0.445/mile		├ ─/ <i>├</i> ─	1		
Other Expense				├ //-	<u> </u>		
Meals or Per Diem	>	days $x \$ /day (in lieu of lodging	g & meals)	/			
Estimate / Total - Amour	nt:				Total - Amount:		
Remember: \begin{cases} Must prese \\ Must provice \\ \text{CHARTFIELD(S)} \end{cases}		tration Form Confirmations (airfare, lodgin da or Schedule Receipts (showing paid)		Comparisons on of Departure	Rental Car Re	•	
For ISE \$ Amt Office	Fund Name De	pt ID Fund Program Source	e BudRef	PC Bus Un	it Project Ad	ct Flex Code	
Use Only —							