

# WEC TRAVEL AUTHORIZATION FORM (TA)

## SECTION 1 TRAVELER INFORMATION

Traveler: \_\_\_\_\_ UFID: \_\_\_\_\_ Email: \_\_\_\_\_  
 Destination of Trip: \_\_\_\_\_ Depart Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_  
 Purpose of Trip – What is the reason for this travel: \_\_\_\_\_

## SECTION 2 CHARTFIELD TO BE CHARGED

Dept ID	Fund	Program	CRRNT/CYFWD	Project # or Name	Flex Code	CRIS	Funding Notes

Benefit to UF/Project – How does this trip benefit the chartfield you are charging above? Please explain in detail: \_\_\_\_\_

## SECTION 3 EXPENSES

Business Expense Description	Amount and Type of Payment			Please use section 4 for additional space for more info
	UF Pcard	Personal Funds	Comp/Travel Grant	Comments / Vendor Names / Helpful Info
Registration				
Airfare				
Lodging				
Car Rental				
Fuel for Rental				
Mileage (0.445/Mile) <i>Personal Car only</i>				
Taxi/Shuttle/Train				
Baggage Fees				
Parking				
Tolls				
Meals B-6.00 L-11.00 D-19.00				
Other				
Totals				

## SECTION 4 COMMENTS (HELPFUL INFORMATION)

## SECTION 4 \*\*\*FOREIGN TRAVEL\*\*\* *Only complete Section 4 if this trip is international travel.*

	(initials) I have consulted with my medical provider or a travel clinic about my international travel and have received necessary vaccines and travel medication.
	(initials) I have reviewed the guidance on this webpage <a href="https://research.ufl.edu/compliance/export-controls/international-travel.html">https://research.ufl.edu/compliance/export-controls/international-travel.html</a>
	(initials) I have contacted the Division of Research Compliance and Global Support for assistance with export licenses or other authorizations. <a href="http://research.ufl.edu/compliance.html#ComplianceContact">http://research.ufl.edu/compliance.html#ComplianceContact</a>
	(initials) As required I have registered my international travel with the International Center <a href="https://internationalcenter.ufl.edu/node/116">https://internationalcenter.ufl.edu/node/116</a> and have received my TeamAssist card.
	(initials or n/a) If I am traveling to an embargoed country, I have additionally read the UF policy at <a href="https://internationalcenter.ufl.edu/travel/us-export-controls-embargoed-countries">https://internationalcenter.ufl.edu/travel/us-export-controls-embargoed-countries</a> , and as required I have contacted Dean Leonardo Villalón at UF International Center.
	(initials) I plan to take University-owned equipment to a foreign country, and I have completed a Foreign Travel Request at <a href="http://www.fa.ufl.edu/departments/asset-management/annual-inventory-off-site-certifications-foreign-travel-with-equipment-request/">http://www.fa.ufl.edu/departments/asset-management/annual-inventory-off-site-certifications-foreign-travel-with-equipment-request/</a>

## SECTION 5 SIGNATURES

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