WEC TRAVEL AUTHORIZATION FORM (TA)

SECTION 1 TRAVELER INFORMATION

Traveler: Melissa Moreno | UFID: 0494-0864 | Email: melimore86@ufl.edu

Destination of Trip: San Francisco, California | Depart Date/Time: January 26, 2020 | Return Date/Time: February 2, 2020

Purpose of Trip – What is the reason for this travel: Attending conference, received travel grant to attend from R Studio

SECTION 2 CHARTFIELD TO BE CHARGED

Dept ID	Fund	Program	CRRNT/CYFWD	Project # or Name	Flex Code	CRIS	Funding Notes
WEC							60475000-103-2100-CRRNT-6047PINE

Benefit to UF/Project – How does this trip benefit the chartfield you are charging above? Please explain in detail: Attending conference to take workshops that will directly help my graduate research

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		0		covered by R Studio Conference diversity scholarship
Lodging		0		being covered by conference
Car Rental		0		no car rental
Fuel for Rental		0		
Mileage (0.445/Mile) *Personal Car only*				
Taxi/Shuttle/Train		$243.85		Uber to and some airport/hotel/conference
Baggage Fees		0		no baggage fees
Parking				
Tolls				
Meals B-6.00 L-11.00 D-19.00		$129		Jan 26= $36, Jan 27= $19 (dinner), Jan 30= $19(dinner), Jan 31 =$19 (dinner), Feb 2=$36
Other				
Totals	0	372.85	0	

SECTION 4 COMMENTS (HELPFUL INFORMATION)

https://rstudio.com/conference/,Conference is covered $1000 for hotel and flight, adding flight cost in case the flight costs changes

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 https://research.ufl.edu/compliance/export-controls/international-travel.html
	(initials) I have contacted the Division of Research Compliance and Global Support for assistance with export licenses or other authorizations. http://research.ufl.edu/compliance.html#ComplianceContact
	(initials) As required I have registered my international travel with the International Center https://internationalcenter.ufl.edu/node/116 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 https://internationalcenter.ufl.edu/travel/us-export-controls-embargoed-countries, 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 http://www.fa.ufl.edu/departments/asset-management/annual-inventory-off-site-certifications-foreign-travel-with-equipment-request/

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

Melissa Moreno Digitally signed by Melissa Moreno DN: cn=Melissa Moreno, o, ou, email=melimore86@ufl.edu, c=US Date: 2019.11.27 12:43:00 -05'00' — 02/03/2020

Traveler's Signature | **Budget Authority Signature (PI)** | **Date**