

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 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*****

Traveler's Signature

Budget Authority Signature (PI)

Date