

TRAVEL AUTHORIZATION REQUEST INFORMATION

* PLEASE NOTE, TAR'S THAT ARE NOT COMPLETELY FILLED OUT WILL NOT BE PROCESSED.

Name: _____ Panther ID#: _____ Authorized PI Name: _____

Account(s) to be Charged for the Travel: _____

Type of Trip (include conference/workshop name etc.): _____

Please check one: **Conference** **Convention** **Workshop** **Seminar** **Meeting** **Fieldwork**

Benefit to FIU (*Who|What|When|Where|Why*): _____
include relevance to funding source funding the trip.

Hotel Name and Location: _____ Destination(s): _____

Date and Hour of Departure: _____ Date and Hour of Return: _____

** Click on links to view the [Department of State \(Foreign Hotel Rates\)](#) and [General Service Administration \(Domestic Hotel Rates\)](#)

ESTIMATED COSTS

Expenses	Dept. Card **	Out of Pocket**	Amount	<u>Comments/Requests</u>
Hotel				_____
Airfare				_____
Name of airline:				_____
Registration				_____
Mileage (Personal Vehicle @ .445 x mi) Include map				_____
Rental Car (AVIS/ Budget)				_____
Perdiem/Meals (@ \$36 per day)				_____
Incidental Expenses				_____
Incidental Expenses description:				_____
Total Estimated Costs				_____
<p>An approved Travel Authorization (TA) is a traveler's permission to incur expenses and travel on behalf of Florida International University. If you do not have an approved TA before the commencement of travel, you are NOT authorized to travel.</p>				_____
<p>**Dept. card is purchased by the Institute, Out of pocket is purchased at your personal expense If IoE Dept. card is paying for any of your travel expenses please provide exact flight information, completed registration forms, specific hotel details, dates, etc.</p>				<p><i>We will try our best to be accommodating but not all requests may be possible</i></p>

** Travel Manual ([Click Here](#))

***Pro-Card Manual ([Click Here](#))