



# College of Arts and Humanities

UNIVERSITY OF CENTRAL FLORIDA

## CAH Research Office Travel Request Form

Name: \_\_\_\_\_ Date Depart: \_\_\_\_\_ Return: \_\_\_\_\_

City/State: \_\_\_\_\_ Driving Time Depart: \_\_\_\_\_ Return: \_\_\_\_\_  
City State

EMP ID#: \_\_\_\_\_ Travel Location: \_\_\_\_\_

Purpose for Travel: \_\_\_\_\_  
(name of conference)

Grant PI Contact: \_\_\_\_\_ Grant acct#: \_\_\_\_\_

Benefit to UCF: \_\_\_\_\_

Is traveler a US Citizen?  Yes  No Is traveler a student?  Yes  No

### Estimated Expenditures

Expenditure	Cost	Vendor Name, Web Address, or Description
Registration		
Airfare (Carrier & Flight # preference)		
Hotel (50-mile rule, ref manual)		
Meals		\$36/day In Country (\$6 breakfast/\$11 lunch/\$19 dinner) <a href="#">Foreign Travel link: (select) (For daily rates and currency, etc)</a>
Mileage		Driving to location or driving to airport and back.
Rental Car		Contract#: 07C1201, also include fuel in cost of car rental. <a href="#">Enterprise/National Link and Rates (select)</a>
Parking		
Transportation		Taxi, Shuttle, Metro, Tolls, i.e.

### With the form please provide the following:

Agenda for travel (when not conference related) providing date/time and brief detail of the day to day activity

International travel, please provide registration email from studyabroad@ucf.edu. Register at;

<https://global.ucf.edu/international-health-and-safety/travel-registration/>

Useful Travel Links:
<a href="#">UCF F&amp;A Travel Manual</a>
<a href="#">Concur/Select Book Your Travel</a>
<a href="#">Hotels.com</a>
<a href="#">Travelocity</a>

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Research Use Only
Requisition #: _____ PO#: _____