



TRAVEL AUTHORIZATION

WORKSHEET

(Complete, print, and bring or email to
Patricia Brinkley, Room 117 KLB; pbrinkley@fsu.edu)

NAME: EMPID:

PHONE NO: SUPERVISOR:

BUDGET NAME OR NO: SUP. SIGNATURE:

DEPART FROM: DESTINATION(S):

DEPART DATE: TIME: RETURN DATE: TIME:

PURPOSE OF TRIP:

NAME OF MEETING/CONFERENCE (no acronyms):

ESTIMATED TRAVEL EXPENSES:

AIRFARE: RENTAL CAR (AVIS): PERSONAL CAR (.445/mile):

LODGING: *MEALS: **PER DIEM ONLY:

REGISTRATION: MISCELLANEOUS:

TRIP TOTAL:

Travel Advance needed (Request must be made 25 days prior to travel): **YES** **NO**

Prepaid Registration needed (Request must be made 35 days prior to travel; include completed registration form): **YES** **NO**

ADDITIONAL NOTES/INSTRUCTIONS:

NOTES:

***Breakfast** (6.00) - When travel begins before 6 a.m. and extends beyond 8 a.m.; **Lunch** (11.00) - When travel begins before 12 noon and extends beyond 2 p.m.;
Dinner (19.00) - When travel begins before 6 p.m. and extends beyond 8 p.m.
****Per Diem** - \$80.00 per day (CANNOT claim lodging and per diem)