

Department Travel Request Form

Faculty, Staff, & Guest

Section 1: Employee (for those who receive a paycheck from FSU)

Traveler Name:

EMPLID:

Section 2: Guest Traveler (for those who do not receive a paycheck from FSU)

Traveler Name:

Guest ID:

Street Address:

Street Address:

City:

State:

Postal:

Country:

Phone:

Last 3 of SSN:

Section 3: Purpose of Travel

Conference Name
(if applicable)

Purpose of Travel:

Benefit to
University:

Additional
Information (if
selected other in
either box above):

Section 4: Travel Information

Travel Start Date:

Travel Start Time:

Travel End Date:

Travel End Time:

Destination City &
State:

Destination Country:

Does the trip
contain personal
travel? Yes
 No

Date of personal travel:

Section 5: Estimate of Expenses

Planning to Yes
purchase airfare? No

Airfare
Estimate:

Planning to rent a Yes
car? No

Rental
Estimate:

Planning to stay at Yes
a hotel? No

Lodging
Estimate:

Conference meals Yes
provided? No

How Many:

Planning to drive Yes
personal vehicle? No

Mileage
(from FSU):

Conference Yes
Registration Fee. No

Fee
Amount:

Section 6: Funding Source

Project/Grant funded?	Yes No	Project/ Grant Number:
Are you using your department travel stipend?	Yes No	Amount to be applied to this travel?
Are you using a Provost travel grant?	Yes No	
Planning to use department travel card? Card will be reimbursed from above funding.	Airfare Lodging Conference Fee Rental Car	

Submit all travel related receipts to the primary travel delegate or your Concur profile within 1 week of returning.