

# ***FLORIDA ATLANTIC UNIVERSITY***

## **MEMORANDUM - "COMPLIMENTARY TRAVEL"**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**SUBJECT;** "Complimentary Travel" Status

**DATE:** \_\_\_\_\_

**I will be on travel status for the purpose of conducting University business.**

**FROM:** \_\_\_\_\_

\_\_\_\_\_

**TO:** \_\_\_\_\_

\_\_\_\_\_

**This travel is of no cost to the University.**

\_\_\_\_\_  
(SIGNATURE)

**APPROVED:** \_\_\_\_\_

(SUPERVISOR)