**Complete and attach this form to an email to your Chair requesting approval, Cc:** [**patricka@fau.edu**](mailto:patricka@fau.edu)**.**

[Faculty Absence Notification/Leave Request Form](https://www.fau.edu/provost/documents/faculty-leave-form-4-11-17.pdf) is required with TAR submission.

**Domestic Travel TAR is required 2 weeks in advance.**

**International travel TAR is required at least 4 weeks in advance.**

The following **documents are required for international travel:**

1. [fau-faculty - Welcome Cultural Insurance Service International](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwelcome.culturalinsurance.com%2Fcollege%2Ffau-faculty%2F&data=05%7C01%7Cpatricka%40fau.edu%7Cc69755b6537146b0f6da08dbab294606%7C63c3c9c1e824413fb4352f0cabb2828f%7C0%7C0%7C638291965974844881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=BCy%2F5L6q%2Bin0DkwSq69%2FvXNT3KjiWiPiBIJ72CjcySE%3D&reserved=0)
2. <https://www.fau.edu/honors/documents/travelwaiverlevelsoneandtwo.pdf>

**If presenting at a conference or conducting research, please email the acceptance letter and schedule for conducting research at the location(s).**

**Please consolidate receipts & bank statements into one e-mail within two weeks of return from travel. Credit card statements need to show the travel expenses only.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** (as it appears on your travel I.D.): | |  | | | | | | | | | | | | | | | | |
| **Phone:** | |  | | | | | | | **Z#**: | | | | | | | | | |
| **Benefit to the University** (required): | |  | | | | | | | | | | | | | | | | |
| **Destination(s)**: | |  | | | | | | | | | | | | | | | | |
| **Additional travelers**: | | If a spouse or dependent is accompanying you on University-related travel you must indicate this information here: | | | | | | | | | | | | | | | | |
| **Purpose of travel**: | |  | | | | | | | | | | | | | | | | |
| **Conference title** (if applicable): | |  | | | | | | | | | | | | | | | | |
| **Departure** (from home or campus): | Date: | | *(M/d/yyyy)* | | | | Time: | | : | | | Location: | | | |  | | |
| **Return** (to home or campus): | Date: | | *(M/d/yyyy)* | | | | Time: | | : | | | Location: | | | |  | | |
| **Will you miss any classes?** |  | | | Yes | | |  | | No | | |  | | | | | | |
| **Source(s) of funding**: | Research & Travel | | | |  | Amount: | | | $ | TAG/Acct.#: | | | | |  | | | |
|  |  | | | |  | Amount: | | | $ | TAG/Acct.#: | | | | |  | | | |
|  |  | | | |  | Amount: | | | $ | TAG/Acct.#: | | | | |  | | | |
|  |  | | | | | | | | | | | | | | | | | |
| **Estimated expenses**: | Lodging\*: | | | | $ | | | (include estimated tax if applicable) | | | | | | | | |  |  |
|  | Registration: | | | | $ | | | **Pay with P-Card?** | | |  | | Yes | | | |  | No |
|  | Car Rental\*\*: | | | | $ | | | Avis/Budget/Enterprise  Contract Rate? | | |  | | Yes | | | |  | No |
|  | Airfare\*\*\*: | | | | $ | | | **Pay with P-Card?** | | |  | | Yes | | | |  | No |
|  | Airport Parking: | | | | $ | | |  | | | | | | | | | | |
|  | Transportation Cabs/Shuttles: | | | | $ | | |  | | | | | | | | | | |
|  | Other: | | | | $ | | | Type of expense: | |  | | | | | | | | |
|  | Per Diem: | | | | $ | | | Leave this field blank. | |  | | | | | | | | |
|  | Mileage: | | | | $ | | | .445 cents per mile according to FL Statutory Rate | |  | | | | Mileage from campus or home, whichever amount is less. | | | | |
| **Notes**: |  | | | | | | | | | | | | | | | | | |
| \*Hotel receipts must be itemized  \*\*For instructions on reserving Avis or Budget rental car using the State of Florida rates click [here](https://www.fau.edu/controller/travel/car-rental/). If not using Avis/Budget, justification is required.  \*\*\*Reimbursements are for economy/coach rates only. Upgrades are at traveler’s expense unless justified. For additional information on FAU’s Expense/Travel Policies and Procedures, click [here](https://www.fau.edu/controller/documents/travel/expense-travel-policies-and-procedures.pdf) | | | | | | | | | | | | | | | | | | |