

# Travel Request Form



Developmental Research School  
at the University of Florida

Please submit Travel Request and Application for Leave 3 weeks in advance to  
Dawn Szymanski [dszymanski@pky.ufl.edu](mailto:dszymanski@pky.ufl.edu) 352.392.1554 x288

Name \_\_\_\_\_ Date \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ (Est.) Return Date \_\_\_\_\_ Time \_\_\_\_\_ (Est.)

Destination (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Country) \_\_\_\_\_

Others Attending \_\_\_\_\_

(If more than 3 people, please submit a letter of justification)

## Trip's Primary Purpose

\_\_\_\_ To attend \_\_\_\_\_

\_\_\_\_ To present at \_\_\_\_\_

\_\_\_\_ To \_\_\_\_\_ (other)

## Justification or Benefit to State

\_\_\_\_ Information will be acquired to improve my performance as an educator

\_\_\_\_ Information will be disseminated about the lab school's promising practices

\_\_\_\_ Objectives, specified in a grant and approved by the Florida DOE, will be met

\_\_\_\_ The visibility of the lab school will be extended

\_\_\_\_ Other \_\_\_\_\_

Transportation Request \_\_\_\_ Yes \_\_\_\_ No

(Required for advance purchase of airline tickets, car rental)

## Reimbursement Requested For:

Mileage for \_\_\_\_\_ miles @ 44.5 per mile = \_\_\_\_\_ Registration = \_\_\_\_\_

Meals for \_\_\_\_\_ days = \_\_\_\_\_ Tolls = \_\_\_\_\_

Lodging for \_\_\_\_\_ nights @ \_\_\_\_\_/night = \_\_\_\_\_ Taxi = \_\_\_\_\_

Plane Ticket = \_\_\_\_\_

Auto Rental = \_\_\_\_\_

**For Reimbursement:** You will need to provide all receipts, including registration, boarding passes, rental car, bus, taxi, limousine, tolls, gas, and lodging along with a copy of the conference's agenda. All items must be turned in, even if they were paid in advance.

Funding Source: \_\_\_\_\_ Approval: \_\_\_\_\_

[www.fa.ufl.edu/directives-and-procedures/travel/#lodging](http://www.fa.ufl.edu/directives-and-procedures/travel/#lodging)