

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 352.294-9092

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