

**Computer Science Travel Authorization Request (TAR)**

**Requestor's Information**

Name: \_\_\_\_\_ UCFID: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ DOB: \_\_\_\_\_

U.S. Citizen:  Yes  No      Student:  Yes  No      UCF employee at time of travel:  Yes  No

Account #: \_\_\_\_\_ Account P.I.: \_\_\_\_\_  
 Type of account:    C&G (grant)       E&G (dept, startup, PI OH, ITPF)

**Event Information**

Desination(s): \_\_\_\_\_

If travel is outside the United States, have you contacted EHS (at 3-6300) to register your trip?  Yes  
 If you are traveling outside the US, please proceed to <http://global.ucf.edu/international-health-and-safety/travel-registration/> and complete requirement and attach confirmation to TAR.

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Justifications**

Purpose of Trip: \_\_\_\_\_

Website: \_\_\_\_\_

Benefit to University: \_\_\_\_\_

**Event Estimates**

Please hover over the travel descriptions for more details, or see the Travel Guidelines on the second tab.

| Description            | # of miles/<br>day(s) | Fee/Rate | Total | Pay on Pcard<br>(Yes or No) | Comments |
|------------------------|-----------------------|----------|-------|-----------------------------|----------|
| Registration           |                       |          | \$ -  |                             |          |
| Airfare                |                       |          | \$ -  |                             |          |
| Hotel                  |                       |          |       |                             |          |
| Meals                  |                       |          |       |                             |          |
| Breakfast              |                       | \$ 6.00  | \$ -  |                             |          |
| Lunch                  |                       | \$ 11.00 | \$ -  |                             |          |
| Dinner                 |                       | \$ 19.00 | \$ -  |                             |          |
| Per Diem               |                       | \$ 80.00 | \$ -  |                             |          |
| Mileage                |                       | \$ 0.445 | \$ -  |                             |          |
| Car Rental             |                       |          | \$ -  |                             |          |
| Parking                |                       |          | \$ -  |                             |          |
| Taxi/Tolls/Shuttle     |                       |          | \$ -  |                             |          |
| Business Communication |                       |          | \$ -  |                             |          |
| Presentation Materials |                       |          | \$ -  |                             |          |
| Passport/Visa          |                       |          | \$ -  |                             |          |
| <b>Grand Total</b>     |                       |          | \$ -  |                             |          |

**Emergency Contact (Optional):** Some conference registration and airlines allow you to provide an emergency contact.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**\*\*For ease of processing please ensure that you include estimates for each travel description you will need.\*\***

Contact Olga Rivera at [Olga.Rivera@ucf.edu](mailto:Olga.Rivera@ucf.edu) or 407-823-2050 with any questions.

\_\_\_\_\_  
 Traveler

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor/P.I.

\_\_\_\_\_  
 Date