



THE FLORIDA STATE UNIVERSITY
 Center for Aero-propulsion, Mechatronics, and Energy (AME)
 Florida Center for Advanced Aero-Propulsion (FCAAP)

Travel Authorization Request (TAR)

Travel Authorization Requests must be submitted 72 hours (3 days) PRIOR to departure date.

This travel has been approved by: **Dr.** _____
 (If you are a student, travel **MUST** be approved by faculty advisor.)

Traveler's Name:

Today's Date:

Event Name:

Purpose of Travel: Meeting Consultation Presentation Conference Other

Group Name/Project Number:

<i>Departure Travel</i>	<i>Return Travel</i>
Origin: _____	Origin: _____
Destination: _____	Destination: _____
Date: _____ Begin Time: _____	Date: _____ End Time: _____

EXPENSE ESTIMATES	
Airfare: Airline(s): _____	\$ _____
Conference/Registration Fee:	\$ _____
Incidentals: (i.e. taxis, parking, etc.)	\$ _____
Lodging/Hotel: \$ _____ per night X _____ nights =	\$ _____
Hotel Name: _____ <input type="checkbox"/> Conference site	
Meals: (\$6 Breakfast, \$11 Lunch, \$19 Dinner) \$36 / day X _____ days =	\$ _____
Complete either mileage (personal vehicle) or rental information, if applicable:	
Total Mileage: \$0.445 / mile X _____ miles =	\$ _____
Avis Rental Car: \$26.50 (In-State) \$32 (Out-of-State) per day X _____ days =	\$ _____
Total Estimated Cost	\$ _____