

**Travel Information**

**(Estimate of Travel Expenses)**

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

Name of Event and Purpose for Attending:

\_\_\_\_\_  
\_\_\_\_\_

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

Return Date: \_\_\_\_\_ (Date you return to Tallahassee)

Will there be any personal travel involved? If so, which dates?

\_\_\_\_\_

**Destinations: (City, State, Country)**

Departure from: \_\_\_\_\_ to: \_\_\_\_\_

Return from: \_\_\_\_\_ to: \_\_\_\_\_

Airfare: \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ days @ \$ \_\_\_\_\_ per day

Meal Allowances: \_\_\_\_\_ days @ \$ 36 per day

Mileage (private vehicle) \_\_\_\_\_ miles @ 0.445 per mile

Car Rental: (Contract with Enterprise/National for Domestic Travel) \$ \_\_\_\_\_

<http://controller.vpfa.fsu.edu/travel/ground-transportation>

Registration Fee: \$ \_\_\_\_\_

Incidentals: \$ \_\_\_\_\_ (Taxi, airport shuttle, etc.)

Additional Funding Source: \_\_\_\_\_ Amount of additional funding: \_\_\_\_\_

*\*This form should be submitted to the main office at least 10 days prior to departure date.*