

Center for Gender, Sexualities, and Women's Studies Research

1. Traveler Name YES NO Traveler UFID#
2. Is this travel to present at a conference/organization?
 - a. If yes, title of conference/organization, title of presentation. Attach presentation information/acceptance.
 - b. If no, provide detailed description of the purpose of your trip (e.g., what will you be doing, who are you meeting with, what is the planned product) and attach a copy of any supporting documents.
3. What are the benefits of this trip to the Center, College, and UF?
4. How will this trip be funded?
5. Primary Destination: Airline Ticket number:
6. Departure date: Departure Airport: Destination:
7. Return Date Return Airport: Destination:
8. If you use your own vehicle, how many miles do you think you will incur?
9. Lodging: Number of nights: Cost per night:
 - a. *If you are sharing a room, please have the hotel desk note the single rate for your stay on your hotel bill. Note: it must indicate single rate. UF will only pay for **your** charges.*
10. How many days will you need meals?
 - a. *Meals are determined by per diem in the US: \$36 (\$6 breakfast, \$11 lunch, \$19 dinner) foreign meals are GSA rate. If your hotel offers breakfast, breakfast cost will be deducted and any meals provided should be noted.*

Itemize your estimated expenses:

Airfare	
Lodging	
Rental Car	
Taxi/Shuttle	
Meals	
Mileage/Parking/Tolls	
Registration	
Misc./ Other (please explain)	
Total	

Mileage = \$0.445 per mile

Director's Approval: _____ **Date:** _____

Please submit your detailed travel itinerary and all receipts (except food) as soon as possible after returning.