

Department of Gender, Sexuality, and Women's Studies

1. Traveler Name _____ Traveler UFID# _____
2. Travel Purpose
 - ___ I am presenting at a conference. Name of conference:
 - ___ I am attending a conference without presenting. Name of conference:
 - ___ I am giving an invited talk. Name of conference/institution/venue:
 - ___ I am traveling to conduct research at an archive. Name of archive:
 - ___ I am traveling to collect data at a particular site. Name of site:
 - ___ other (please explain):
3. What are the benefits of this trip to the University? (provide one brief sentence, e.g., It advances UF's research profile).
4. How will this trip be funded? (check all that apply)
 - ___ start-up ___ CLAS travel award ___ Department travel fund ___ Other (please describe)
5. Primary Destination:
6. Departure date: _____ Departure Airport: _____
7. Return date: _____ Return Airport: _____
8. If you use your own vehicle, how many total miles do you think you will incur?
9. Hotel name: _____ Number of nights: _____ Cost per night: _____

*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?

Meals are determined by per diem in the US: \$36 (\$6 breakfast, \$11 lunch, \$19 dinner) foreign meals are GSA rate. If your hotel or conference 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

Chair's Approval: _____ Date: _____

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