FSU | HERBERT WERTHEIM COLLEGE OF BUSINESS

FSU Herbert Wertheim College of Business Student Group Travel Request Form

This form is intended for Wertheim College Centers, Institutes, and departments who organize student travel.

Group Name: ______________________________ Destination: ________________________________

Departure Date: _______________ Return Date: ______________

Primary Point of Contact: ____________________ Event Name/Trip Purpose: ____________________

Please explain the purpose of your group's trip and how it will benefit the mission of the University. If travel is for a conference/convention, please include the exact title (not just the acronym). Please provide a full list of student, faculty, and staff participants (or an estimate if exact participants are not yet known):

Please be advised that travel is NOT approved automatically. After this form is submitted to the College's Travel Team, a copy will be sent for signature and budget confirmation to the group's dept chair and the Dean's Office. Please review the College's Travel Policy for additional details. A separate Travel Request Form should be submitted for faculty/staff traveling with students to claim their own expenses.

****Do not make any travel arrangements until approved****

Please indicate estimated expenses		*Please indicate estimated expenses*	
Expense Type	**Amount**	**Expense Type**	**Amount**
Airfare (see airfare request form)		Rental Car	
# of travelers		Gasoline (rental only)	
TOTAL AIRFARE	$ 0.00	# of miles (personal vehicles only)	
Hotel/Lodging:		X $0.445/mile	$ 0.00
Price per night		Parking	
# of rooms		Taxi Fares	
# of nights claimed		Meals	
TOTAL LODGING	$ 0.00	Other (please include description):	
Conference registration			
# of attendees/groups			
TOTAL REGISTRATION	$ 0.00		
TOTAL			$ 0.00

By signing below, I certify that the information provided on this form is true and accurate to the best of my knowledge and attest that this travel is for official business of Florida State University. I also agree that the travelers will adhere to all Florida Statutes, as well as FSU and Herber Wertheim College of Business policies and procedures and acknowledge that travelers may be responsible for any expenses incurred and/or the repayment of any funds that they may receive. On behalf of the Herbert Wertheim College of Business group, I do voluntarily accept to receive travel expenses of less than the full amount as authorized by Florida Statute FS 112.061 to cover the trip dates and destination(s) as stated above. Examples include: Trip max dollar amount, other outside entities paying for travel expenses, internal department and College of Business travel policies as stated in meetings and in writing.

Primary Contact: ______________________________ **Date:** _________________

Please email completed and signed form to: travel@wertheim.fsu.edu

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Admin Only

Dept Chair/Advisor: ______________________ **Dean's Office Signature:** __________________

Dept. ID/Fund/Project: __________________