



THE FLORIDA STATE UNIVERSITY
Earth, Ocean, Atmospheric Science (EOAS)

Travel Request Form

Travel Request form should be submitted 6 weeks prior to leaving on trip. Please attach any travel receipts and agenda, if applicable.

Contact Travel@fsu.edu , regarding travel policies and procedures.

Full Name

Email

Reason/Justification

Conference Website

Budget/ Project Number

Budget/ Project Number

ADDRESSES Departing From:
Traveling To:
Returning To:

Depart Date

Depart Time

Return Date

Return Time

AIRFARE (attach itinerary and booking if available)

HOTEL (requires bill from hotel with \$0.00 balance and method of payment)

Sharing a room with

CAR RENTAL (FSU has a contract with Avis)

Sharing a car with

MILEAGE Estimated Mileage

REGISTRATION (Include Receipt)

FOOD Days @ \$36.00/ day

TAXIS, SHUTTLES, TRAINS RIDE

SHARING SERVICE

PARKING

DEPT VEHICLE Make,Model,Tag #

OTHER EXPENSES(Please Itemize)