



**Department of Chemistry and Biochemistry
Graduate Student Travel Authorization Request Form**

Form CB-8

TAR #: ‡ _____

Traveler Information		Phone: _____
Name: _____		Panther ID: _____
Home Address: _____		City/State/Zip: _____

Trip Information		
Destination: _____	Departure Dt/Time: _____	Return Dt/Time: _____
Purpose of Trip: _____		
Others going to the same destination for the same purpose: _____		
In case of travel emergencies, who may we contact? _____		
	Name: _____	Phone: _____

Estimated Costs	Amount	T&E#	#T&E - check this box if you intend to pay using a T&E card
Common Carrier (must be US carrier if a Federal project)		<input type="checkbox"/>	Traveler's Signature: _____ <small>Pursuant to Section 112.061 (3) (a) of Florida Statutes, I hereby certify or affirm that this travel is on official business of the State of Florida and will be performed for the purpose(s) stated. If Project related, this travel is necessary for the success and completion of the project. If foreign travel and if I declined to purchase insurance, I am certifying that I am aware that my health insurance may not cover the medical expenses or emergencies in the foreign country.</small>
Hotel		<input type="checkbox"/>	
Rental Car		<input type="checkbox"/>	
Registration Fees		<input type="checkbox"/>	
Per Diem/Meal Allow		<input type="checkbox"/>	
Mileage (private car)		<input type="checkbox"/>	
Incidental Expenses		<input type="checkbox"/>	
Total Estimated Cost =		<input type="checkbox"/>	

Funding and Approval	Amount (\$)	Account #	Approver's Name	Signature	Date
A&S Dean's Office*					
GPSC*					
Research Project					
Other: _____					

Travel Approval		When Applicable:	
Supervisor's Signature: _____		2nd level Approver's Signature: _____	
Date: _____	Panther ID: _____	Date: _____	Panther ID: _____

* Attach approval confirmation (e.g. email). Account # etc. will be inserted later.

TRAVEL AUTHORIZATION (TA)

All travel must be approved prior to travel date to comply with University Policy. For detailed information please go to: [FIU Travel Manual](#)

BEFORE YOUR TRIP WITH ENOUGH TIME TO PROCESS PAPERWORK AND OBTAIN ONLINE APPROVALS YOU MUST SUBMIT THE FOLLOWING:

1. DEPARTMENTAL TA FORM
Fillable form is available on the Chemistry website at: [CB-8 Travel Authorization Form](#) .
Provide a completed form with the following information:
 - *Traveler and trip information, estimated costs:* complete information is required as well as traveler's signature;
 - *Funding and Approval:*
 - Enter amount(s) approved by GPSC and Dean's Office, and
 - if a Research Project is funding part or all of your trip, the PI should provide the account number and the amount;
 - *Travel approval:* obtain your supervisor's signature, Panther ID and date signed.

2. Graduate Professional Student Committee, GPSC FUNDING
 - For processes and requirements contact GPSC at: [Graduate & Professional Student Committee](#)
 - Forward GPSC email that confirms your travel award to the secretary preparing your travel.

3. COLLEGE OF ART & SCIENCES, CAS: TRAVEL SUPPORT
NOTE: Dean's Office requires that your application for travel support is submitted FOUR (4) WEEKS prior to the planned activity.
CAS funding is offered once per fiscal year (Jul 1 – Jun 30)
 - If you request travel subsidy from the Dean's Office, visit CAS webpage for procedures at: [CAS](#)
 - CAS application form is available online.

IMPORTANT REMINDER:

Provide the following to the secretary preparing your travel:

- Original TA form;
- Copies of all documents pertaining to the trip: agenda, poster abstract, conference program, etc.;
- If applicable, forward e-mail confirming funds from GPSC;

Note that:

- All rates should exclude State of Florida Sales Tax and surcharges (Sales tax from another state is allowed). For travel in Florida print a hardcopy of the certificate at: [Sales Tax Exempt Certificate](#) and present at the hotel;
- When traveling to a foreign country, air travel must be on a US carrier as per the "Fly America Act", to the maximum extent possible.

EXPENSE REIMBURSEMENT

The expense report should be submitted within five (5) days and no later than thirty (30) days after the completion of the trip. You must submit **expense receipts** (photocopies or PDF are not acceptable) such as:

- *Airfare:*
Payment receipt is required; flight schedule is not acceptable as a receipt.
- *Ground transportation:*
Provide payment receipt for expenses such as train, bus, metro.
- *Hotel:*
Folio with itemized charges is always required. When sharing the room provide name and PID of roommate.
- *Registration:*
Provide payment receipt in your name, copies of the conference program, poster presentation list showing your name, and abstract.
- *Meals:*
Payment is based on departure and arrival times. Meals are not reimbursed when provided by the event or the hotel where you stayed, and when the trip is less than 24 hours with no overnight stay.
- *Incidentals:*
Such as parking, tolls, gas or communications are reimbursed when applicable and if authorized in the TA.
- *Car rental:*
The State of Florida has a contract with AVIS, and AVIS should be the rental agency of first choice. This contract is only applicable for renting from AVIS in the continental U.S. When making a reservation from AVIS, specifically request for the State of Florida contract rates by using AWD # A113400. For rentals other than the AVIS State contract, the excess cost may be required to be reimbursed to the university, unless adequate written justification is provided. The written justification must include why the AVIS State contract was not used and must be provided at the time the reimbursement is requested. Gas receipts will be reimbursed when renting a vehicle. Travelers using their own automobiles are reimbursed for the official mileage between the cities traveled and are entitled to a mileage allowance at a fixed rate.