

Complimentary Travel Form

This is a complimentary travel form for department use. Nothing needs to be submitted to Finance and Accounting if there is no cost to the University. This form is a courtesy for departments that would like to have something on file for all official travel.

Prepared by: _____ Ext: _____ Date: _____

PID _____ First, MI, Last Name of Traveler _____

Traveler's Official Headquarters _____

Home Address _____

Is traveler a U.S. Citizen? Yes No Is traveler an employee of UCF? Yes No

Building Name/Room # _____ Zip + 4 _____

Phone Number _____

Purpose of Trip _____

Benefit to the University _____

Will UCF be incurring any costs? Yes No

*If yes, please complete a travel requisition followed by a reimbursement voucher.

Traveler's Printed Name/Signature/Title/Date: _____

Supervisor's Printed Name/Signature/Title/Date: _____