



Name of Department/College/ Center/ Area Campus

Date:

To: Dr. Dale Whittaker, Provost  
University of Central Florida

From: Name of travel preparer/requester  
Name of Department/College/Center/Area Campus

Re: Employee travel to \_\_\_\_\_

The purpose of this memo is to request your approval for employee travel in excess of 30 business days for *(name of traveler, position, name of Department/College/Center/Area Campus)*.

*(Type in here a brief description of the purpose of the travel and provide justification for the traveler's need to stay longer than 30 days).*

Travel will begin on *(date)* and end on *(date)* for *(name of traveler)*.

Thank you in advance and should you have any questions or require any additional information, please call me at *(telephone number)*.

**Exhibit M**  
*Finance & Accounting*  
06/09/2017

Name of Department/College/ Center/ Area Campus  
Department/College/ Center/ Area Campus Address/Phone Number/Fax Number