



UNIVERSITY OF CENTRAL FLORIDA

\_\_\_\_\_  
Name of Department/College/Center/Area Campus

Date: \_\_\_\_\_

To: Dr. Michael D. Johnson, Provost  
University of Central Florida

From: \_\_\_\_\_

Name of Travel Preparer/Requestor

\_\_\_\_\_  
Name of Department/College/Center/Area Campus

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

The purpose of this memo is to request your approval for employee hotel accommodations for travel within 50 miles of the traveler's headquarters or home, whichever is closer to the destination.

\_\_\_\_\_  
Name of Traveler

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Department/College/Center/Area Campus

Provide a brief description of the purpose of the travel and provide justification for hotel accommodations within 50 miles of the traveler's headquarters or home.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should you have any questions or require additional information, please call me at

\_\_\_\_\_.  
(Telephone Number)

\_\_\_\_\_  
Signature of Traveler's Supervisor

\_\_\_\_\_  
Provost Approval