

Faculty Travel Form

This form must accompany all Travel Authorization Requests (TARs) by UNF faculty for both international and domestic travel. All travel requests with accompanying documentation must be submitted at least three weeks prior to the travel departure. Domestic TARs should be submitted directly to Academic Affairs after review and signatures of Chairs and Deans. International TARs should be submitted to the International Center after review and signatures of Chairs and Deans.

Traveler's Name:

Department/College/Unit:

Destination:

Benefit to the traveler, university, and state:

How all travel will be paid (account number if possible):

How many class meetings will be missed during the travel period:

How will missed class meetings be covered (if applicable):

Department Approval:

Department Chair (or Immediate Supervisor)

Date

College Approval:

College Dean

Date