

**FSU COLLEGE OF MEDICINE  
GRADUATE ASSISTANT PRE-TRAVEL REQUEST FORM**

**TRAVELER**

Date of Request \_\_\_\_\_  
 Request ID (optional) \_\_\_\_\_  
 Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 OMNI ID \_\_\_\_\_

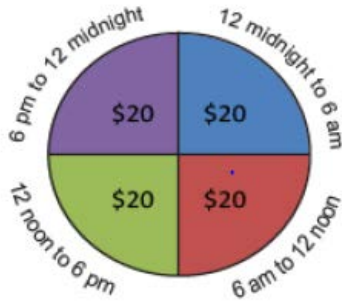
**COM BUSINESS PURPOSE**

Conference/Meeting \_\_\_\_\_  
 Location (City, State) \_\_\_\_\_  
 Date/Time (Depart/Return) \_\_\_\_\_  
 Hotel \_\_\_\_\_  
 Is hotel over \$150?      No      Yes (provide justification below)  
 Hotel cost per night \_\_\_\_\_      Total hotel cost \_\_\_\_\_  
 Total number of nights \_\_\_\_\_

**\*\*Documentation of submission and acceptance of abstract/  
 presentation must be attached to this authorization form in  
 order for travel to be approved.\*\***

Benefit to COM/Justification (Required by Dean)

Daily Per Diem - \$80 per full day (\$20 per quarter, see pie chart below).



**FUNDING SOURCE (check all that apply)**

DEPTID/FUND/PROJECT \_\_\_\_\_  
 DEPTTR (Assistant Dean's Approval Required)  
 Grant Funded - Project No. \_\_\_\_\_  
 STARTUP Funds - P.I. \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Paid by Outside Entity \_\_\_\_\_  
 No Funds Requested \_\_\_\_\_  
 COGS Funding  
*Indicating COGS Funding on this form does not mean you have applied for the COGS Grant. Please visit <http://sga.fsu.edu/cogs-funding.shtml> to complete the application.*

**Estimated Charges**

Registration Fee \_\_\_\_\_  
 Airfare \_\_\_\_\_  
 Baggage Fees \_\_\_\_\_  
 Hotel \_\_\_\_\_  
 Enterprise Rental Car \_\_\_\_\_  
 Personal Car/Mileage (attach comparison worksheet) \_\_\_\_\_  
 Fuel \_\_\_\_\_  
 Meals\* \_\_\_\_\_  
 Per Diem\*\* \_\_\_\_\_  
 Miscellaneous \_\_\_\_\_

**TOTAL COST**

\*Meals: Breakfast = \$6.00/day (traveling before 6:00am, past 8:00am)  
 Lunch = \$11.00/day (traveling before noon, past 2:00pm)  
 Dinner = \$19.00/day (traveling before 6:00pm, past 8:00pm)

\*\*Per Diem is used only on the last day of travel OR if the traveler is not requesting reimbursement for lodging, in lieu of daily meal allowance. See chart for details.

**AUTHORIZATION**

Traveler's Signature _____	Date _____		
PI/Mentor's Signature _____	Date _____	Approved	Not Approved
Dean's/Designee's Signature _____	Date _____	Approved	Not Approved

**Comments**

# INSTRUCTIONS FOR COLLEGE OF MEDICINE PRE-TRAVEL REQUEST FORM

## WHY DO WE NEED TO USE THIS FORM?

- ✓ This form has been designed in accordance with the Dean's wishes to ensure all travel is approved and paid from the correct funding source.

## WHEN SHOULD THIS FORM BE USED?

- ✓ This form is required for all types of travel by main campus graduate assistants. Regional campuses have received separate instructions on when this form is required.

## HOW DO I COMPLETE THIS FORM?

### TRAVELER

- ✓ **Date of Request** - Travel must be approved **prior to** submission of T-Auth in OMNI
- ✓ **OMNI Employee ID** - Travelers must be present in the OMNI system prior to travel

**FUNDING SOURCE** – Many types of funding require the express approval of the Chair or Dean. Chartfields noting the funding source must be utilized to ensure proper posting to 360 reports. Approvers have been trained to push back T-Auth's if chartfields are blank or incorrect.

**DEPTID/FUND/PROJECT** - Most travel including PROF (professional development allowance), DEPTTR (departmental travel), and STARTUP will be charged to departmental budget ID's, however, see instructions below for other departmental ID's.

- ✓ **DEPTTR (Dept Travel)** – Chairs/Dept heads have annual discussions with the Dean to determine travel allocations required to represent the department.
- ✓ **Grant Funded** – Travel related to a sponsored project.
- ✓ **STARTUP (Start Up Funds)** – Some faculty are allocated “start up” funds upon hire from Carry Forward (i.e.: use regular deptid with Fund 240). Departmental support staff are expected to track these allocations facilitated through the use of chartfields.
- ✓ **Other** – examples of other funds include SRAD accounts, FSU Foundation accounts, PI Support accounts, and some departments have a discretionary allocation which can also be used for approved travel.
- ✓ **Paid by Outside Entity** – This form must be completed even when costs are paid by an outside entity as the business purpose of the trip must be documented in order to determine correct type of leave to be used and to provide various insurance coverage for the traveler. Outside employment and conflict of interest policies may need to be considered when travel is paid by outside entities.
- ✓ **No Funds Requested** – Even if no funds are requested by the traveler, this form must be completed in order to document the trip for insurance purposes.
- ✓ **COGS Funding** – The Congress of Graduate Students (COGS) provides funding (between \$100 and \$500) for graduate students to present at conferences or to attend conferences (up to \$100). Students need to apply for the funds at least two weeks prior to their departure. Funds are available on a first come, first serve basis. For information on funds from COGS, please visit the COGS website at <http://sga.fsu.edu/cogs-funding.shtml>.

**COM BUSINESS PURPOSE** – This section includes destination, dates out of office, and justification of travel means and purpose. The Dean has asked for expanded justification to be provided when travel is paid by outside entity or no funds are requested, and has noted that presentations to audiences do not automatically qualify as a business purpose. Also, a legitimate business purpose is always required according to Florida Statute, and the FSU mandate for “mission critical” travel remains intact.

**TRANSPORTATION / ACCOMODATIONS / MEALS OR PER DIEM / MISCELLANEOUS** – These sections of the form have been designed to account for all costs related to transportation and should automatically perform mathematical functions.

**TOTAL REIMBURSEMENT REQUEST** – This amount should reflect the **total** estimated cost of the travel including registration fees.

**AUTHORIZATIONS** – The traveler's and PI/Mentor's signatures are always required. The Dean's signature (or that of a designee) is required when COM Travel is indicated as the funding source, and for travel of the Dean's direct reports.

**COMMENTS** – Available for department use.

**FOR DEPARTMENT USE** – Not required but available for departmental use.