

**PRE-TRAVEL  
TRAVEL DOCUMENT TRACKING SHEET**

**Pre-Travel Instructions:** Part 1 must be completed and submitted at least **ONE WEEK PRIOR** to travel start date for University travel insurance purposes.

1. Complete form and attach receipts
2. Submit to Brianna Silverio

**Receipt Policies:**

- All receipts must show method of payment (last 4 digits of credit/debit card)
- If receipt shows Paypal/Venmo, you must attach bank or credit/debit card statement
- Do not submit receipts for meals

**PART 1: PRE-TRAVEL**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

TRAVEL DATES: \_\_\_\_\_

ENGLISH APPROVAL: \$ \_\_\_\_\_ GPSA APPROVAL: \$ \_\_\_\_\_ UFTC APPROVAL: \$ \_\_\_\_\_ OTHER APPROVAL: \$ \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> AIRFARE & ITINERARY       | <input type="checkbox"/> HOTEL LODGING                               |
| <input type="checkbox"/> CAR RENTAL AGREEMENT      | <input type="checkbox"/> PERMISSION TO DRIVE (IF USING PERSONAL CAR) |
| <input type="checkbox"/> CONFERENCE REGISTRATION   | <input type="checkbox"/> OTHER: _____                                |
| <input type="checkbox"/> FUNDING APPROVAL EMAIL(S) | <input type="checkbox"/> OTHER: _____                                |

TRAVELER ACKNOWLEDGEMENT: \_\_\_\_\_ SUBMITTED TO BRIANNA SILVERIO: \_\_\_\_\_ SUBMITTED TO MICHELE SANDERS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_

NOTES:  
\_\_\_\_\_  
\_\_\_\_\_

<b>SPEND AUTHORIZATION</b>		
CREATED BY: _____	DATE: _____	REFERENCE #: _____