



Tallahassee, Florida 32306-4330  
Department of Statistics and  
Statistical Consulting Center  
(850) 644-3218

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

**REQUEST FOR TRAVEL PAPERS**

Name: \_\_\_\_\_

From Which Budget(s) Will Your Travel be Paid? \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Traveling From: \_\_\_\_\_ Traveling To: \_\_\_\_\_

Date & Time Leaving Tallahassee: \_\_\_\_\_

Date & Time Returning to Tallahassee: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

How Will your Classes be Covered While You are Gone? \_\_\_\_\_

\_\_\_\_\_

Benefit to the State: \_\_\_\_\_

Others Going with You: \_\_\_\_\_

Include Your Estimates Below For the Items You Wish to be Reimbursed:

Do You Want to Be Reimbursed For Meals?      Yes    Or    No

Meals will only be paid at rate of \$6 for breakfast, \$11 for lunch and \$19 for dinner.  
If a registration fee is paid and includes a meal, we cannot reimburse you for the meal.

Hotel/Lodging: \_\_\_\_\_

Airfare (List/Name Airline): \_\_\_\_\_

ENTERPRISE Car Rental: \_\_\_\_\_ (Must use ENTERPRISE– use  
the State of Florida Enterprise/National contract, when reserving vehicles. Contract Number  
XZ55622 (Effective 9/30/2015 – 9/29/2020). Phone: 877-690-0064

Mileage (Car):      miles    @    \$0.445/ Mile: \$ \_\_\_\_\_

Incidental Expenses (Such as Registration, Parking, Tolls, Taxi's): \_\_\_\_\_

\_\_\_\_\_

If you want to be reimbursed for a registration fee, you will need to provide a copy of the  
program/agenda.

Name of Hotel & Phone Number for Emergencies: \_\_\_\_\_

\_\_\_\_\_

For meal reimbursement, travel must begin before 6 AM and extend past 8 AM for breakfast. Must be before 12 PM and go past 2 PM for lunch. Must be before 6 PM and go past 8 PM for dinner.