

# COLLEGE OF MEDICINE

---

## TRAVEL AUTHORIZATION FOR CHAIRS, ASSOCIATE & ASSISTANT DEAN INSTRUCTIONS

- Submit Travel Authorization for Chairs form to Jan Eller (Room G1-007A or P.O. Box 100005) prior to travel departure date. Jan Eller will sign and return the form. The completed and signed form should be retained in departmental files. Form is available at:

<http://www.med.ufl.edu/busforms/index.html>

- Departmental personnel are responsible for ensuring the travel is charged to an appropriate cost center.
- If travel expenses are processed via FCPA, a copy of the Travel Authorization for Chairs form must be attached to the FCPA voucher.
- If travel expenses are processed via PeopleSoft, follow the PeopleSoft instructions to process.
- All travel expenses, regardless of funding source, must comply with the University of Florida travel guidelines.

---

ALL TRAVEL MUST BE NECESSARY AND REQUIRED AS PART OF OFFICIAL DUTIES

---