

Travel and Expense Module Non-Employee Request Form University of Florida

This form is designed for individuals creating travel transactions on behalf of a non-university employee (job applicant, guest speaker, student, etc.)

Department Information

Department Name:		PO Box:	
Department ID:		Telephone:	
Department Approver:		Approver UFID:	
Requested By:			

NOTE: These fields are required

Non-Employee Information

Name:		UFID:	
Address:			
City:		State:	Zip:

Non-Employee Information

Name:		UFID:	
Address:			
City:		State:	Zip:

Non-Employee Information

Name:		UFID:	
Address:			
City:		State:	Zip:

Originators for the Non-Employees

Name: _____	Title: _____	UFID: _____
Name: _____	Title: _____	UFID: _____
Name: _____	Title: _____	UFID: _____

Upon completion, please either email to travel@ufl.edu, fax to the Travel Office at (352) 392-0081 or mail to PO Box 115350. If more than three Non-Employees need to be added, you may use additional sheets.