

FLORIDA ATLANTIC UNIVERSITY

"COMPLIMENTARY TRAVEL" MEMORANDUM

DATE: _____

TO: _____

FROM: _____

SUBJECT: "Complimentary Travel" Status

I will be on travel status for the purpose of conducting University business

Departure Date: _____

Return Date: _____

To (Destination): _____

Benefit to the State: _____

Will Classes be missed: Yes: _____ No: _____

If yes please list course _____ Days: _____ Times _____

List how class will be made up _____

This travel is at no cost to the University.

(Traveler's Signature)

APPROVED _____

(Supervisor)