FLORIDA ATLANTIC UNIVERSITY
Division of Research

Travel Information Form

Name of Traveler	
Traveler's Email	
FAU Z Number	
Traveler's Classification	
If "Other" was selected, provide explanation:	
Traveler's Allocability	
If "Other" was selected, provide explanation:	

Award / Grant Number	
Travel Start Date	
Travel End Date	
Travel Destination	

What is the purpose of the trip and reason travel is necessary for this award/grant?
How does this travel benefit the research award/grant?
Will the cost of travel be charged (allocated) to multiple smarttags?
If "Yes" provide the allocation method of how multiple smarttags will be charged?

Form Completed By	
Email	
Date of Completion	