

**DW FACULTY
EXTERNAL EVENT/TRAVEL REQUEST
PROCEDURAL GUIDELINES**

- 1) DW faculty will forward a copy of their invitation/acceptance letter or email from any external event, conference or institution to DW ADMIN within 10 business days of receipt (admin@digitalworlds.ufl.edu)
- 2) IF DW faculty are requesting or intending to ask for Institute support to participate in said external event, an itemized request for resources needed must accompany the copy of the acceptance document. This is necessary so that ADMIN can consider and balance resource implications/allocations/possibilities, etc. Please fill in the DW Travel Request Worksheet with good [researched] estimated figures, not just anecdotal guesses.
- 3) To facilitate rapid and accurate review of all External Event/Travel Requests, Faculty should submit both a completed Information Page and External Event/Travel Request Worksheet giving all current information about the proposed activity as requested on the two blank forms following this guideline page.
- 4) Upon receipt of the above (ideally within 5 business days) DW ADMIN will make an initial response (including request for any clarification if necessary).
- 5) Upon approval of request, resources will be officially encumbered and external arrangements may commence in tandem with the DW Business Manager in the ADMIN Office.

DW External Event Information Sheet

Faculty Name:

Date @ DW ADMIN:

- External Conference/ Institution Name, Location and Dates of Event
- Website of event or sponsoring institution
- Title/working title of presentation/paper/talk to be given by faculty
- Brief description of the content/research/significance of presentation/paper/talk to be given by faculty
- Significance of event/conference/organization/appearance
- An abstract of the talk, publication, performance or presentation

DW External Event Information Sheet

- Please attach copy of the external invitation and provide any other information that could be useful for documentation and a potential press release about your participation in the event

Digital Worlds Travel Request Worksheet

Traveler				Proposed Source(s) & Amounts of Funds:	AMOUNT	SOURCE
UF ID #				Grant		
Destination				Institute		
				Other UF DEPT		
Departure Date		Time of Departure		To be provided by Traveller		
Return Date		Time of Return		OTHER		
Purpose of Trip						
Benefit to State	Knowledge gained and information exchanged will enhance research and teaching at the University of Florida and across the State. Please provide additional detail if appropriate.					
Assigned Duties	Will you miss any scheduled classes or assigned duties while traveling? YES___ NO___ If YES: What DATES and TIMES will you be missing scheduled classes/assigned duties? Who and how will those classes/duties be covered in your absence?					
If any item of the trip is complimentary or paid by another UF entity please list the item & contact person						
Items:				Contacts:		
Estimated Expenses				Totals	"Have you arranged?" checklist	
Airfare & Airline					Airfare	
Registration					Registration	
Lodging	Nights	Rate			Lodging	
					Car Rental	
Parking	Days	Rate			Original Receipts are required for: 1. Airfare 2. Lodging 3. Registration 4. Car rental 5. Taxi fares over \$24 6. Parking fees/tolls over \$3 7. Miscellaneous or incidentals to be re-imbursed	
Mileage	Miles	Rate				
OTHER	Quantity	Rate				
Total TRIP ESTIMATED EXPENSES				0		

**Within 10 days of end of travel, the traveler must provide all receipts related to travel to the DW Administrative Office. Authorized meal expenses are based on the GSA rates for that year: breakfast when travel begins before 6AM and extends beyond 8AM, lunch when travel begins before noon and extends beyond 2PM, dinner when travel begins before 6PM and extends beyond 8PM.