

Travel and Expense Module Authorize Approver Request Form University of Florida

This form is designed for those departments needing to establish Departmental Managers and setup authorized approvers for travel-related transactions.

Department Manager

Name:	
UFID:	

Note: Department Manager is defined as Dean, Director, Dept. Head or Designee. All transactions will route to this individual for approval except the Dept. Manager's own travel transactions.

Approver for Department Manager

Name:	
UFID:	

Note: Transactions for the Department Manager only will route to this individual for approval.

Additional Approvers

Name:		UFID:	
Name:		UFID:	
Name:		UFID:	

Note: ALL TRANSACTIONS will require approval by additional approvers before final approval of the transaction.

Department ID's

List all Dept ID's to which these approvers are associated.

Department
Contact's Name: _____

Department
Contact's Phone: _____

Upon completion, please fax to the Travel Office at (352) 392-0081 or mail to PO Box 115350