

UNIVERSITY TRANSPORTATION REQUEST
University of Florida

This form is designed for those departments needing to request an Avis Company Travel Order (ACTO).

Traveler's Name: _____	Fund: _____
UFID: _____	Program: _____
Department Name: _____	Source: _____
DeptID: _____	Project: _____
CRIS: _____	Flex: _____

** If fund is 171 and source is "F", a UFF-PA must also be attached.

Dates of Travel		Destination		Amount (\$)	Length of Trip (miles)	
From	To	From	To		Round Trip	One Way

ROUTING INSTRUCTIONS - Please complete the following:

For pick-up, call _____ at _____
(name) (phone #)

PLEASE COMPLETE THE FOLLOWING, IF APPLICABLE:

1. Justification for issuing UTR more than 30 days prior to date of trip (MUST include dollar amount of savings, source of fare quotes, discounted fare amount, and regular coach fare):

2. Justification for using non-contract car rental agency:

3. Justification for using vehicle other than sub-compact (Class A) or compact (Class B) rental car:

4. Signature is only needed for rental of vehicle other than Class A or B,

Signature Date

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

FOR FINANCE AND ACCOUNTING USE ONLY:

Date Prepared: _____ Called: _____