

# 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 send to Travel, PO Box 115350. Fax to (352)392-0081. Email at [travel@ufl.edu](mailto:travel@ufl.edu)