FLORIDA STATE UNIVERSITY

APPLICATION FOR ADVANCE ON TRAVEL EXPENSES

Payee/Traveler		Soc.Sec.No.	
Organization Code	**330001001**	EO	N/A
Object Code	269096	Department	Moot Court Team (Law)
Headquarters	Tallahassee	Destination	
Travel Period		through	
Purpose of Travel	Participate in Moot Court Competition		
Benefit to State	Provides national exposure to University through participation in high-profile appellate advocacy competition.		

Estimated Cost of Travel:

Per Diem					
	days	@	per day	=	
Meals					
Lodging					
	days	@	per day	=	
Car Rental				=	
Ground Transportation					
	miles	@	0.29 mile	=	
Non Discounted Airfare				=	
Incidentals				=	
Breakdown of Incidentals					
Total Estimate of Expenses:					
			X	80%	
Total Amount of Advance					

I hereby certify that the above estimated expenses are anticipated to be incurred by me as necessary traveling expenses in the performance of my official duties; attendance at the conference or convention directly relates to the official duties of the agency; any meals or lodging included in the registration fee have been deducted from this travel advance request. If the travel advance exceeds travel expenses incurred, I will refund the State of Florida the remaining unexpended funds within 10 workdays after completion of the travel period. Should the State of Florida owe me additional funds, I will complete the reimbursementwithin 10 workdays of the completion of the travel period.

Traveler's Signature _____ Title: Team Member

Date Prepared _____

Pursuant to Section 112.061, Florida Statutes, I hereby certify or affirm that the above anticipated travel will be on official business of the State of Florida.

Dean's Signature _____ Date: _____