

## CBRI/RCMI - TRAVEL AUTHORIZATION REQUEST FORM

(10/04/24)

**NOTE:** Please submit this form to your assigned Travel Coordinator (as indicated below) **at least 1 month prior to travel date**. TAs will be prioritized by submission date, travel date, registration deadlines, and hotel group rate deadlines.

- RP2: Celine Cámbara-Rincón @ [ccambara@fiu.edu](mailto:ccambara@fiu.edu)
- All other RCMI/CBRI travel: Thelma Robles @ [roblest@fiu.edu](mailto:roblest@fiu.edu) (IDC: CC Cinthya Silva-Cruz @ [csilvacr@fiu.edu](mailto:csilvacr@fiu.edu))

**For Non-FIU Employees ONLY have them confirm the two statements below.**  
*Check the boxes below if they confirmed the statements are true.*

Please confirm that you are not a federal employee.

Please confirm that you will not request reimbursement for this travel through your institution.

| PERSONAL INFORMATION   | TO BE COMPLETED BY TRAVELER  |
|--|--|
| <b>Legal Name</b> (As it appears on your Driver's License)   |  |
| <b>Panther ID#</b> (for FIU employees)   |  |
| <b>Date of Birth</b>   |  |
| <b>Will you be making your own travel arrangements?</b>  | YES or NO<br>If yes, please attach airfare calculations, hotel and conference registration information, and car rental information.  |
| CONFERENCE INFORMATION   |  |
| <b>Name of Conference</b>  |  |
| <b>Link to Conference Website</b>  |  |
| <b>Dates of Conference</b>   |  |
| <b>Account # to be charged</b>   |  |
| <b>Benefit to FIU, Project, or Core funding this travel</b><br>How does FIU/CBRI/RCMI (the account funding source) benefit from your attendance? Please include Who, What, When, Where, Why/How?<br>E.g., Dr. FIRST LAST PID#XXXXXXX, ROLE from DEPARTMENT will be attending the CONFERENCE NAME in CITY, STATE from DATE-DATE. NAME will be presenting research findings from RCMI funded PROJECT NAME, PRESENTATION TITLE. The presentation addresses BRIEF DESCRIPTION. This conference will support the RCMI NIH Grant, CORE/PROJECT GOAL DESCRIPTION. |  |
| <b>AIR TRAVEL</b><br>Domestic travel commences no earlier than 1 day before an event and concludes no later than 1 day after the event. Foreign travel may commence 2 days prior to or after the event, depending on the destination and flight more than 20 hours.  | When a traveler, for their convenience, travels by an indirect route or interrupts FIU-related travel, the additional expenses are the traveler's responsibility. This must be the most economical rate and class available. Upgrade purchases will NOT be reimbursed. |
| <b>Flight dates and preferred flight information, including Dates. Airline name, Flight Number, and Airport Codes</b>  | TO:<br><br>RETURN:   |
| <b>Airline</b>   |  |
| <b>Airline Rewards</b>   | #  |

|  |                 |
|--|-----------------|
| <b>TSA</b>   | #               |
| <b>Airline seat preference?</b>                      | Window or Aisle |
| <b>Dietary requests for airline?</b>                 |                 |
| <b>CAR RENTAL/RIDE SHARE</b>                         |                 |
| <b>Will you need to rent a car?</b>                  | YES or NO       |
| <b>How many people will be traveling in the car?</b> | #<br>Names:     |
| <b>Will you use a rideshare during travel?</b>       | YES or NO       |
| <b>HOTEL INFORMATION</b>                             |                 |
| <b>Hotel Name</b>                                    |                 |
| <b>Link to Hotel Website</b>                         |                 |
| <b>Hotel Rewards</b>                                 | #               |
| <b>Name of the Conference Hotel (if different)</b>   |                 |
| <b>Dates of Hotel Reservation</b>                    |                 |

### **PRIOR TO TRAVEL**

- Budgets will be verified prior to TA submission (CBRI: Thelma L. Robles/RCMI: Jordan Quintana)
- Delegate your assigned Travel Coordinator as your travel proxy (only required one time):
  1. Ask for your Assigned Travel Coordinator's Panther ID
  2. Log onto My FIU
  3. Click on NavBar (3 lines)
  4. Click on Financials
  5. Select the Employee Self-Service tab from the drop-down main menu tab
  6. Select Travel and Expense Center
  7. Select User Preferences
  8. Select Delegate Entry Authority
  9. Select the + sign next to any name that appears
  10. Once a new line has appeared, select the magnify glass link and search using the Panther ID of your assigned Travel Coordinator
  11. Select your assigned Travel Coordinator's name this name and save
  12. You should now see your assigned Travel Coordinator's name as a delegate.

### **DURING TRAVEL**

- When checking out of the hotel
  - Please make sure that incidentals (if any) are charged to your personal credit card.
  - Please request a copy of your Hotel Folio (Receipt) and verify the last four numbers of the Pro Card used for payment (as indicated in your travel e-mail) are listed.

### **AFTER TRAVEL**

- Within 48 hours of your return from your conference, e-mail the following to your assigned Travel Coordinator so that your expense report can be submitted, and you will be reimbursed in a timely manner:
  - Conference or Meeting agenda: Please indicate any meals that were provided as part of registration as these are not reimbursable as per FIU travel policy
  - Luggage Fees Receipts
  - Hotel Folio
  - Car Rental Receipt
  - Uber, Metro, Taxi, etc. Receipts – These must include information and map of route. Please make sure to add the travel destination, such as: from home to airport, from airport to hotel, etc.
  - Meals DO NOT require receipts as FIU reimburses meals based on the time of travel and meal provision at conference. You will be reimbursed for meals the conference did not provide.

Additional information on travel can be found here: [FIU Travel Manual](#)

**Thank you and safe travels!**