

WEC TRAVEL ACTIVITY REQUEST

**Use this form for travel that does not require a Formal Travel Authorization or TA's.
(Example Field Work, Extension Work, etc.)**

This form must be approved by WEC Department Chair, UF Requires this info to be kept on file in the Department.
If you are listing **multiple projects**, you must provide a breakdown of each of these questions for each project. To make it clear of what project is doing what with who and when.

PI Name _____	PI UFID _____
Co-PI Name(s) _____	Co-PI(s) _____

Please list the projects or funds associated with this activity.

Please list the dates and times when this activity will occur. (No more than a year ahead allowed)

Please list all locations where this activity will take place.

Please list below any personnel involved in the activity:

Personnel Full Name	Personnel UFID	Personnel email

Please describe the research activity in greater detail.

Please describe any travel required to accomplish this activity.

Email approval can replace actual signatures

PI Approval Signature

Date Approved

WEC Department Chair Signature

Date Approved