

**Travel Request Form**  
Department of Political Science  
Florida State University  
Return to Jillian Jones at [jjones10@fsu.edu](mailto:jjones10@fsu.edu)

Submit this form and receive confirmation through Concur that travel is approved before making travel purchases. Travel dates are approximate and may be modified later.

**Name:**

**Destination:**

**Purpose:**

**Departure Date:**

**Return Date:**

**Airfare:** Book through airline directly or through Concur. Do NOT book through a third-party site.

Estimated Amount:

**Hotel:** Reserve through hotel directly or through Concur. Do NOT book through a third-party site.

Estimated Amount:

**Rental Car:** Rent compact/economy only through Enterprise/National via FSU portal or Concur.

Estimated Amount:

**Funding Source:** Select all that apply

Department

Research Account

Provost Grant

COGS

Other:

