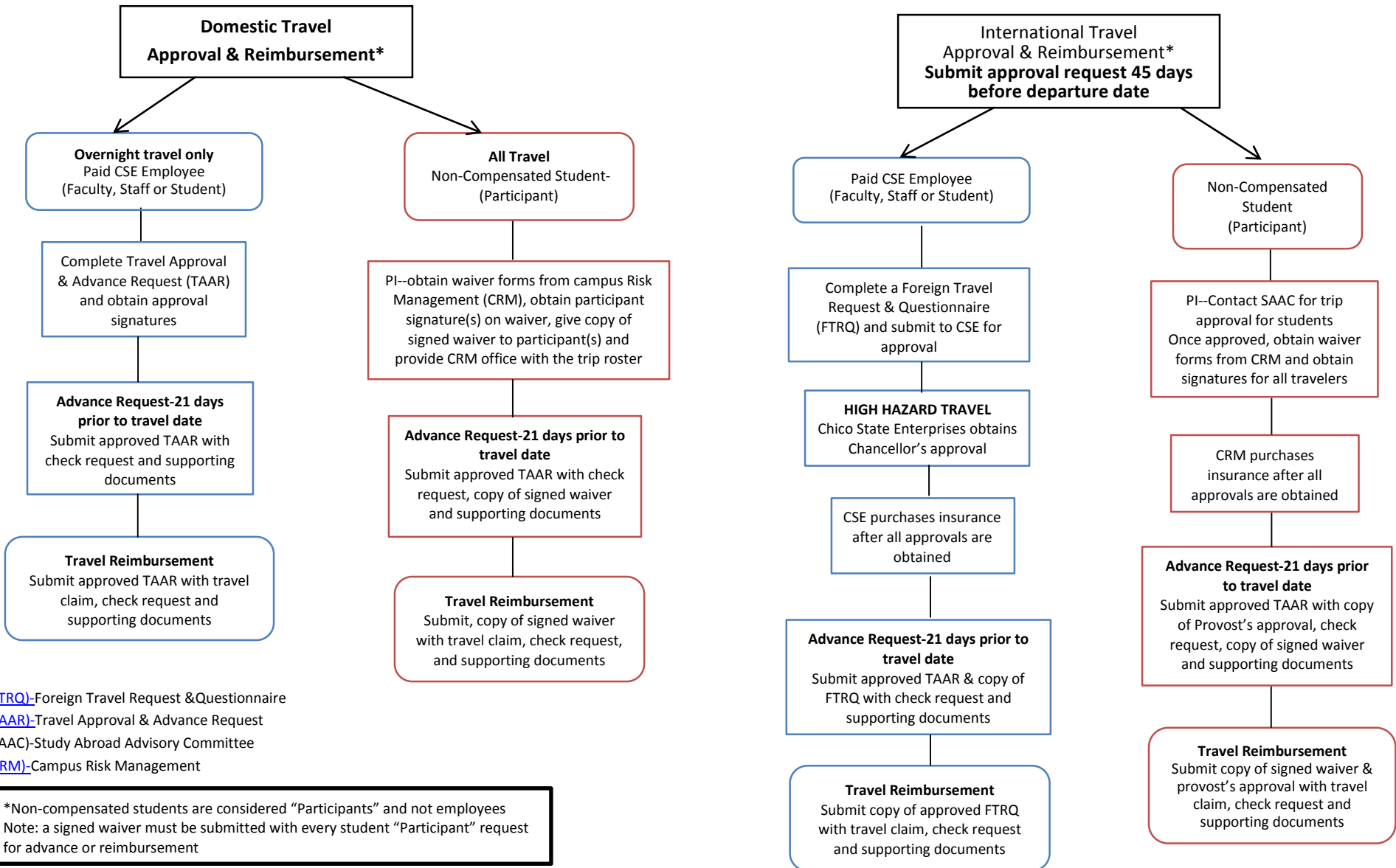


CSE & University Foundation
Travel Approval & Reimbursement Procedures
[CSE/UF Travel Guide \(Policy, Forms & Quick Checks\)](#)



[\(FTRQ\)](#)-Foreign Travel Request & Questionnaire
[\(TAAR\)](#)-Travel Approval & Advance Request
 (SAAC)-Study Abroad Advisory Committee
[\(CRM\)](#)-Campus Risk Management

*Non-compensated students are considered "Participants" and not employees
 Note: a signed waiver must be submitted with every student "Participant" request for advance or reimbursement

*Driving-Individuals who drive on CSE/UF funded business are required to complete a [Driver Certification for Use of Vehicle](#) form and be enrolled in the [DMV Employee Pull Notice Program](#) prior to driving