

CCIE TAR Instructions:

- Fill out the form completely. If there are areas that you are unable to complete, contact your budget/travel person for assistance.
- For all international travel, you must register with UCF Global:
https://studyabroad.ucf.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=22A78786-A74C-EE57-F0590A60D3229687
- Should you have any questions or concerns about the insurance, please contact UCF Environmental Health and Safety (EH&S) by emailing Olivia Escalona or calling 407-823-6300.
- See your travel/budget person for the correct international meal allowance.
- Estimate all areas of your travel as listed on the form. Any additional items should be listed on the "Other" line and details noted in the comments section.
- Indicate obligations you will miss while traveling and your plans for your absence.
- To avoid delays, all supporting documents required by your department/school must be attached to the TAR and submitted to your budget/travel person, e.g. international travel approval, conference agenda, presentation acceptance letter/email, etc. A TAR submitted without supporting documents is incomplete and cannot be processed. It will need to be returned to you to complete.
- If your department/school requires an electronic signature, please properly sign, certify, and email the TAR with all supporting attachments to your budget/travel person. If not properly signed and certified, the document cannot be processed and will need to be returned.
- If your department/school does not yet require an electronic signature, please follow the unit's procedures for submitting the TAR.
- C&G funded travel requires PI approval. By signing the TAR, the PI acknowledges the funds can be spent on travel and the amount is in the project budget.
- The department/school's budget/travel person will review the completed TAR and forward to the Chair/Director for signature.