



Office of the University Controller
 Florida State University
Non-Employee Traveler Profile Form

University Travel Office
 5607 University Center A
 Tallahassee, FL 32306-2391
 Phone: (850)644-5021
 Fax: (850)644-8137
travel@admin.fsu.edu

The purpose of the form is to set up a new Travel Profile for individuals not currently employed by Florida State University

Before the completion and submittal of this form, please take the following into consideration:
 - If the traveler is a current employee of FSU, please follow departmental travel procedures
 - Run the FSU_CTRL_TE_NETP query in OMNI Financials to make sure the traveler does not already have a profile in the system
 - Ensure that the purpose of travel is vital to Florida State University
 If the form is still needed, please complete and submit the form by using the submit by e-mail button at the bottom

Departmental Travel Representative's Information

Name:	<input type="text"/>	Employee ID:	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>

Non-Employee Traveler's Information

<input type="text"/> Last Name	<input type="text"/> First Name	<input type="text"/> Phone Number
<input type="text"/> Street Address		<input type="text"/> City
<input type="text"/> State	<input type="text"/> Postal Code	<input type="text"/> Country
<input type="text"/> Purposed travel is vital to the university because?		
<input type="text"/>		

Accounting Chartfield Data

Department	<input type="text"/>	Fund	<input type="text"/>	Project	<input type="text"/>
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Controller's Office Personnel Use Only

Is the traveler a current FSU Employee? Yes No NEPT ID Number:

Processed By: Date: