



Controller's Office  
Florida State University  
**Guest Traveler Profile Form**

University Travel Office  
5607 University Center A  
Tallahassee, FL 32306-2391  
Phone: (850)645-8785  
[travel@fsu.edu](mailto:travel@fsu.edu)

**The purpose of this form is to set up a new Guest Travel Profile for individuals not currently employed by Florida State University. If a guest has traveled for FSU before and has an ID number beginning with any letter or number other than "G", you must complete this form. Only profiles that begin with the letter "G" are valid in Concur.**

Before completing and submitting this form, please take the following into consideration:

- If the traveler is a current employee of FSU, do not use or submit this form.
- 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.

### Travel Delegate's Information

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

### Guest 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"/> Street Address		<input type="text"/> State	
<input type="text"/> Postal Code	<input type="text"/> Country	<input type="text"/> Last 3 of Guest SSN	<input type="text"/> Email Address

Is the traveler a current FSU Employee? ☐ Yes ☐ No

### Accounting Chartfield Data

Department	<input type="text"/>	Fund	<input type="text"/>	Project	<input type="text"/>
------------	----------------------	------	----------------------	---------	----------------------

### Controller's Office Use Only

Processed By:	<input type="text"/>	Guest ID Number:	<input type="text"/>
---------------	----------------------	------------------	----------------------