



Office of the University Controller
Florida State University

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

Guest ID Form

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 style="width: 90%;" type="text"/>	Employee ID: <input style="width: 90%;" type="text"/>
Phone: <input style="width: 90%;" type="text"/>	Email: <input style="width: 90%;" type="text"/>

Guest Traveler's Information

<input style="width: 95%;" type="text"/> Last Name	<input style="width: 95%;" type="text"/> First Name	<input style="width: 95%;" type="text"/> Phone Number
<input style="width: 95%;" type="text"/> Street Address		<input style="width: 95%;" type="text"/> City
<input style="width: 95%;" type="text"/> Street Address		<input style="width: 95%;" type="text"/> State
<input style="width: 95%;" type="text"/> Postal Code	<input style="width: 95%;" type="text"/> Country	<input style="width: 95%;" type="text"/> Last 3 of Guest SSN
<p>Is the traveler a current FSU Employee? <input type="radio"/> Yes <input type="radio"/> No</p>		

Accounting Chartfield Data

Department	<input style="width: 95%;" type="text"/>	Fund	<input style="width: 95%;" type="text"/>	Project	<input style="width: 95%;" type="text"/>
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Controller's Office Use Only

Processed By: <input style="width: 95%;" type="text"/>	Guest ID Number: <input style="width: 95%;" type="text"/>
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Submit by E-mail