



TRAVEL AUTHORIZATION INSTRUCTIONS

Submit a Travel Request

- Go to <https://www.playinflorida.com/staff-only/>
- Enter password **FSFStaff19**
- Click on the Travel Request (TAR) button to be taken to the form

Initial Information

- **Are you initiating this travel request on others' behalf?:** If you are filling out the travel request on behalf of someone else and are not listed as one of the travelers, click **Yes**, and select your name from the drop-down box. This will allow you to receive notifications once the travel request has been approved or denied.
- **Reason for travel:**
 - a. Business Travel
 - b. Event Travel – EFI Not Hosted
 - c. Event Travel – EFI Hosted
 - d. Event Travel – Florida Sports
 - e. Conference
- **Department:** Select the traveler(s)' department. If you're submitting a travel request for people in multiple departments, you must submit separate requests for each one.
- **Traveler Name:** Begin typing any part of the traveler's name. As you type, matching results will appear. Select the traveler from the drop-down list.
- **Add another traveler?:** Selecting "Yes" will cause another **Traveler Name** field to appear. You will be able to add a total of 5 people to a single travel request.
- Enter the **Travel Start Date** and **Travel Return Date**
- **Traveling**
 - a. **within the US:** Select the state, and enter the city you're traveling to
 - b. **outside the US:** Begin typing the country and/or city you're traveling to. As you type, matching results will appear. Select your destination from the drop-down list.
- **Purpose of Travel:** Enter the purpose of your travel request.
- Press **Next** button to proceed to the next page.

Cost Estimates

- Enter cost estimates for each of the categories shown. If there are multiple travelers on the request, total the cost for all travelers in each category.

You will not enter anything for the Airfare Total or Lodging Total boxes. These will be calculated from information further down on the form.

- **GL Code:** Enter the GL code associated with your travel request.
- **Total travel cost covered by private funds:** Enter the percentage of the total travel cost that will be paid out of private funds. If no private funding is associated with the travel request, enter 0

Airfare Information

- **Do you need Airfare?:** If Yes, enter the airfare cost per person. You will also need to upload a file of your planned flight cost, along with one comparable flight cost. Your file may be a PDF, JPEG, BMP, XLSX, or DOCX and be under 5MB in size.
- **Flight Upgrade?:** This question will only appear on international travel requests. If your flight is 8 hours or over in length, you may elect to upgrade your flight.
 - **Hours of Flight:** If you elect to upgrade your flight, enter the total number flight hours.
 - **Public Funds:** If you elect to upgrade your flight, enter the dollar amount per person which will be allocated to public funds.
 - **Private Funds:** If you elect to upgrade your flight, enter the dollar amount per person which will be allocated to private funds.

Lodging Information

- **Nightly Rate per person:** Enter the nightly lodging rate per person.
- **Total nights lodging:** Enter the total number of nights you're staying.
- **Are you staying at a conference hotel?:** This question will only appear if you selected "Conference" as your reason for travel on the first page of the form.
- **Additional Lodging Information:** Enter your explanation here if your nightly rate per person is \$0.00.

Additional Travel Information

- **Additional Travel Information:** Enter any additional information about your travel you might need to include in your travel authorization request.
- **Upload any other document necessary for this Travel Authorization:** If you need to upload further documentation for your travel request, attach it here.

Press **Next** button.

Lodging Exceeding the Allowed Per Diem

If the nightly rate exceeds the allowed lodging per diem, you will be directed to another page to present your justification.

- **Your nightly lodging allowance has been exceeded. Please provide an explanation of why the cost was exceeded:** You will enter the justification here.
- **For lodging where reason to travel is “Conference” AND the hotel is a conference hotel:**
 - You will need to upload a file of your planned lodging, showing the conference rate. Your file may be a PDF, JPEG, BMP, XLSX, or DOCX and be under 5MB in size.
- **For all of other lodging where the nightly rate exceeds the allowed lodging allowance:**
 - You will need to upload files of your planned lodging, plus two comparable hotels.
- Press **Submit** button to submit your travel authorization request.

The initiator and travelers will receive an email confirming the travel request was successfully submitted. This email will contain an Authorization Response ID. Keep this number for your records as you will need it if updates to your travel authorization request are necessary.

All travelers and the initiator of the travel authorization request will be notified by email once the request has been approved or denied.

Please contact ldusti@enterpriseflorida.com if you have any questions on the status of your travel authorization request.

Submit a Travel Request Update

You might receive an email asking you to update your travel request. The email will contain instructions on what needs correction, along with a link to your original travel authorization. Click on the link to take you to the form.

- **What is the Authorization Response ID of the travel request you would like to update?:** The Authorization Response ID will already be there. Just press **Next**. The Authorization Response ID can also be found on the email confirmation you received when the request was originally submitted. If you cannot find the Authorization Response ID, please contact ldusti@enterpriseflorida.com for assistance.

If your Travel Authorization has already been sent out for approval, you will not be able to view/update your Travel Authorization via this form.

You will receive an error message stating that your travel request cannot be updated.

Please contact ldusti@enterpriseflorida.com for further assistance.

- Information from your original travel request will be displayed on your screen. You may update any of the information, with the exception of the destination. If you need to change your destination, a new Travel Authorization request must be submitted.
- **Airfare Cost per person:** If the cost of airfare is updated from the original request, you must submit a new **Planned Flight** and **Comparable Flight**. Your file may be a PDF, JPEG, BMP, XLSX, or DOCX and be under 5MB in size.
- **Over Maximum Per Diem Lodging:** if the **Nightly Rate per person** is updated from the original request, AND Your **Nightly Hotel Rate** is over **Your Maximum Lodging Per Diem**, you must submit:
 - **For Conference Travel** - You will need to upload a file of your planned lodging, showing the conference rate. Your file may be a PDF, JPEG, BMP, XLSX, or DOCX and be under 5MB in size.
 - **For Non-conference Travel** – You will need to upload files of your planned lodging, plus two comparable hotels. Your file may be a PDF, JPEG, BMP, XLSX, or DOCX and be under 5MB in size.
- Press **Submit** button to submit your travel authorization update.

If your Travel Authorization has already been approved, you will be able to view your request, but not update it.

If you need to update an approved Travel Authorization request, please contact ldusti@enterpriseflorida.com for assistance.