



Student Success and Well-Being Travel Request Form

Employee Name (as listed in Workday)

Employee's Department

Travel Dates

Name of conference/event/meeting

Conference/event/meeting location

Role at conference/event/meeting

Please list anyone else in your department or SSWB that is planning to attend this conference/event/meeting.

If you do not know of anyone else, state "Unknown".

Estimated total UCF cost in FY27 to attend conference/event/meeting
(registration, lodging, transportation, per diem, etc.)

Source of funds to attend conference/event/meeting

E-Team Leader Review

Consider the following statements and questions

- Alternative options that do not require travel have been considered.
- Could similar knowledge be obtained another way?
- Learning is connected to the employee's current position.
- What would be the impact of not attending?
- How will the learning be shared with colleagues and SSWB as a whole?
- Does this travel align with SSWB's strategic priorities or current organizational goals?
- What impact will the employee's absence have on student services, staff, or departmental operations?

This form is required for all travel **except** Undergraduate Admissions recruiting efforts and student/RSO travel funded by Student Government.

This has been reviewed and approved

By signing this form, I acknowledge that I have reviewed the above questions and confirm the requested travel is critical and is in the best interest of UCF students, SSWB, and UCF overall.

E-Team Leader

E-Team signature

If E&G Salary Savings is selected, SSWB FBC Director approval is required before the form is submitted as a Workday case.

SSWB FBC Director approval (if applicable)