



*Dedman School of Hospitality
College of Business
1 Champions Way, Suite 4100
Tallahassee, Florida 32306-2541
850.644.4787 • FAX 850.644.5565*

DATE: _____

MEMORANDUM

TO: Caryn Beck-Dudley, Dean, College of Business

FROM: _____
Traveler's Name

I will be traveling to _____
Destination

For _____
Purpose of Trip

On _____ and returning on _____

As this is "NO FUNDS REQUESTED" travel, no TAR is required.

APPROVED: _____
Director Date

Dean Date

