



Office of the University Controller  
 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.
- Run the FSU\_CTRL\_TE\_GUEST query in OMNI Financials to make sure the traveler does not already have a "G" - profile in the system.
- 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" value="Danice Stetson"/>	Employee ID:	<input type="text" value="100334862"/>
Phone:	<input type="text" value="644-3218"/>	Email:	<input type="text" value="danice.stetson@stat.fsu.edu"/>

**Guest Traveler's Information**

<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Phone Number"/>
<input type="text" value="Street Address"/>		<input type="text" value="City"/>
<input type="text" value="Street Address"/>		<input type="text" value="State"/>
<input type="text" value="Postal Code"/>	<input type="text" value="Country"/>	<input type="text" value="Last 3 of Guest SSN"/>

Is the traveler a current FSU Employee?  Yes  No

**Accounting Chartfield Data**

Department	<input type="text" value="088000"/>	Fund	<input type="text" value="110"/>	Project	<input type="text"/>
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**Controller's Office Use Only**

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