Are receipts required?

<table>
<thead>
<tr>
<th>Item</th>
<th>Receipts Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>No</td>
<td>When using State rates</td>
</tr>
<tr>
<td>Taxi-Train-Bus</td>
<td>No</td>
<td>$25 and less</td>
</tr>
<tr>
<td>Taxi-Train-Bus</td>
<td>Yes</td>
<td>Greater than $25</td>
</tr>
<tr>
<td>Valet Tips</td>
<td>No</td>
<td>$1 allowed</td>
</tr>
<tr>
<td>Portage Tips</td>
<td>No</td>
<td>$1 per bag; 5 bags max per instance</td>
</tr>
<tr>
<td>Taxi Tips</td>
<td>No</td>
<td>15% and $25 &amp; less</td>
</tr>
<tr>
<td>Taxi Tips</td>
<td>Yes</td>
<td>Greater than $25</td>
</tr>
<tr>
<td>Gas</td>
<td>Yes</td>
<td>All</td>
</tr>
<tr>
<td>Laundry</td>
<td>Yes</td>
<td>When official travel extends beyond seven days</td>
</tr>
<tr>
<td>Registration</td>
<td>Yes</td>
<td>Provide receipt and form showing amount paid</td>
</tr>
<tr>
<td>Airfare</td>
<td>Yes</td>
<td>Show amount paid and class. Only coach class is allowed unless flight is &gt; 9 hours</td>
</tr>
<tr>
<td>Enterprise</td>
<td>Yes</td>
<td>Only compact unless a justification for a larger car is provided; Decline insurance</td>
</tr>
<tr>
<td>Mileage</td>
<td>No</td>
<td>Show miles claimed</td>
</tr>
<tr>
<td>Vicinity Mileage</td>
<td>No</td>
<td>Show to and from a form is available</td>
</tr>
<tr>
<td>Communication</td>
<td>Yes</td>
<td>Type and amount $80 per day in lieu of meals &amp; lodging</td>
</tr>
<tr>
<td>Per Diem</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Safe</td>
<td>Yes</td>
<td>Only if mandatory</td>
</tr>
<tr>
<td>Lodging</td>
<td>Yes</td>
<td>Single room. Meet GSA guidelines. If not may require justification</td>
</tr>
<tr>
<td>Parking-Tolls</td>
<td>No</td>
<td>$25 and less</td>
</tr>
<tr>
<td>Parking-Tolls</td>
<td>Yes</td>
<td>Greater than $25</td>
</tr>
<tr>
<td>Baggage</td>
<td>No</td>
<td>$25 and less</td>
</tr>
<tr>
<td>Baggage</td>
<td>Yes</td>
<td>Greater than $25</td>
</tr>
</tbody>
</table>

Gas Receipts     Yes  Must not equal more than .445 cents per mile. University Pearl cannot be used to purchase fuel for personal vehicle

All items requiring receipts must accompany the Travel Expense Report. This includes items paid with a UF PCard. Any item not listed above requires a receipt, justification and benefit to the university.

**Travel Expense Reimbursements**

The University will only reimburse a traveler for a travel expense that is paid for with personal funds (cash, check or personal credit card). For example, the University will not reimburse a traveler for an expense that is paid for by the use of reward points (sky miles, motel reward points, credit card reward points, etc.). These are considered personal use items and may not be used for business related travel. The University will also not reimburse a traveler for the value of complimentary travel expense.

**After the trip:**

Prepare a Travel Expense Report and obtain appropriate signatures. Remember, the following items must be attached to the Travel Expense Report, if applicable:

- Registration form with breakdown of charges, form of payment, and agenda.
- Traveler’s copy of airline, train, or bus ticket showing method of payment.
- Itemized copy of rental agreement for the rental car. A letter of justification is required when not using a compact car and/or not renting with Enterprise.
- Lack of knowledge is not a justification to pay any unallowable expense.

**For the Travel web site go to:**

http://www.fa.ufl.edu/departments/university-disbursement-services/travel/

---

**Trip Preparation**

**Travel Authorization (TA)**

All travel should be approved in advance. A formal travel authorization (TA) must be completed for the following:

- Conference / Convention
- Foreign travel
- Registration Fees
- Any trip that requires an advance
- A trip lasting more than 30 days at one location.

**Registration Fees**

Registration fees require:

- Proof of payment
- Breakdown of charges
- A copy of the registration form
- A copy of the agenda

Registration may be paid by the following:

- Travel reimbursement
- UF Purchasing Card
- As an unencumbered voucher through Accounts Payables
Transportation:
- Airline, Train, or Bus may be paid for in the same manner as the registration.
- Traveler is to use the most economical means of transportation.
- Only coach/economy is allowed on flights, trains, or bus, unless more than 9 hours of continuous travel.

Mileage for private auto:
The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized. Mileage shall be computed on the basis of the current map of the Department of Transportation and reimbursed at 44.5 cents per mile. Vicinity mileage necessary for the conduct of official business is allowable but must be shown separately.

Meals (Domestic):
Breakfast ($6): When travel begins before 6am and extends beyond 8am.
Lunch ($11): When travel begins before 12 noon and extends beyond 2pm.
Dinner ($19): When travel begins before 6pm and extends beyond 8pm.

Meals (Foreign):
GSA rates are located at: www.gsa.gov
For conversion rates: www.oanda.com
CLASS C MEALS ARE NOT ALLOWED:
Class C travel is a trip that is less than 24 hours with no overnight stay.

Per Diem (Domestic and Foreign):
A traveler may elect to receive $80.00 per day instead of the meals allowance and actual lodging. No receipts are required for Per Diem.

Lodging:
Receipts are required for lodging. Actual expenses for lodging are to be substantiated by paid bills itemizing the room rate and taxes. If you share a room with a person not on University business, you must provide documentation of a single room rate. If the other person is a University employee, a copy of their expense report must accompany your travel expense report.

Wyndham Hotel Discount
The University now has access to the Wyndham Hotel Group providing at least a 10% off the “Best Available Rate” at participating locations whether for business travel or pleasure.

For more information, go to the web site:
http://www.fa.ufl.edu/departments/university-disbursement-services/travel/wyndham-hotel-discount/
University of Florida
Member's hotline at 1-800-525-5501
Discount Account ID Number: 100007780
Affiliate ID Number: 005140

Communication Expense:
Communication expense incurred while conducting University Business including telephone, wire, computer use, and/or fax expenses require receipt. These items must be for business use and not the traveler's personal use (i.e. a call home).

Travel Advances:
A traveler shall not have more than one advance. The advance must be settled no later than 10 workdays from the travel ending date. If not settled within 30 workdays, UF can garnish a traveler's wages through Payroll. The traveler may make payment arrangements for a garnishment until the cash advance is settled. If the travel advance results in payroll garnishment, then the traveler will not qualify for future travel advances.

Cost Comparison:
Any travel that has personal time included in the trip and requires more time/days away than the normal work portion of the trip, will require a cost comparison. This will ensure that the university is not paying more than what the business portion of the trip would have cost.

Foreign Travel
- Same rules apply
- Provide conversion rates with the Travel Expense Report  www.oanda.com
- GSA Rates apply  www.gsa.gov  (M&IE Rate only; minus incidentals)
- Flights on Fund 201 must follow the "Fly America Act" for airfare purchase
All foreign travel must be registered with the University of Florida International Center www.ufic.ufl.edu

**Exceptions may be made for larger cars and upgraded airline class with proper justification from the ADA**