

## Receipts Requirements

Airfare	Yes	Show amount paid and class. Only coach class is allowed unless flight is > 9 hours. First Class or higher class is not allowed.
Baggage	No	\$25 and less
Baggage	Yes	Greater than \$25
Communication	Yes	Type and amount
Enterprise	Yes	Only compact unless a justification for a larger car is provided; Decline insurance
Fuel Receipts	Yes	Must not equal more than .445 cents per mile. University PCard cannot be used to purchase fuel for personal vehicle
Laundry	Yes	When official travel extends beyond seven days
Lodging	Yes	Single room. Meet GSA guidelines. If not may require justification
Maid	No	\$5 per day maximum
Meals	No	Must use meal rates
Parking-Tolls	No	\$25 and less
Parking-Tolls	Yes	Greater than \$25
Portage Tips	No	\$1 per bag; 5 bags max per instance
Registration	Yes	Provide receipt and form showing amount paid
Safe	Yes	Only if mandatory
Taxi Tips	No	15% and \$25 & less
Taxi Tips	Yes	15% and over \$25
Taxi-Train-Bus	No	\$25 and less
Taxi-Train-Bus	Yes	Greater than \$25
Valet Tips	No	\$1 allowed

Items requiring receipts must have an itemized receipt for proper auditing and accounting disclosure of traceable supporting documentation accompanying the Travel Expense Report. Any item not listed above requires a receipt, justification and

benefit to the university. This includes items paid with a UF PCard.

## 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.

In addition to receipts, 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.
- Because of IRS regulations, all expense reports for travel or other employee reimbursements must be submitted in the myUFL accounting system **no later than 60 days after the expenses were paid or after the date of return from travel.**

## Travel Website

The complete version of UF Travel policy can be found at

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

Please review monthly for updates.



## Finance and Accounting Travelers Guide

Revised December 10 2018



University Travel

(352) 392-1241 Phone (352)392-0081 Fax

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## 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. First Class or higher is not allowed. Airfare for more than 9 hours **must be** preapproved by the Travel Department before purchase.



- Enterprise/National is the state rental car provider and must be used if available. A justification is required if Enterprise/National is not used or a car larger than a compact is rented. The Enterprise rental contract number is 43A3255. Please use the Travel website to make reservations at <http://www.fa.ufl.edu/departments/university-disbursement-services/travel/>. The University may also pay rental cars by a department obtaining an Electronic Billing Agreement and submitting to Enterprise. This number is attached to one particular Pcard. When paying for a rental yourself, please provide an itemized receipt.
- Gas receipts are required for reimbursement on the expense report.
- Occupants must wear seatbelts and observe posted speed limits when traveling on official university business.
- Car rentals are for visitors and employees ages 18 and up.
- Visitors must be paid on a departmental PCard that is linked to an Electronic Billing Number.

## Travel Time

Travelers are allowed up to 1 day on domestic travel and 2 days on foreign travel to reach destination and return from destination if needed.

## Mileage for Private Automobiles

The use of privately owned vehicles for official UF travel is allowed. The current mileage allowance is 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](http://www.gsa.gov)

For conversion rates: [www.oanda.com](http://www.oanda.com)

**CLASS C MEALS ARE NOT ALLOWED:**

Class C travel is a trip that doesn't have an 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 Wyndham Hotel Group offers discount to university employees.

**For more information, please visit the following website:**

<http://www.fa.ufl.edu/departments/university-disbursement-services/travel/wyndham-hotel-discount/>

## Communication Expense

Communication expense incurred while conducting University Business including telephone, wire, computer use, and/or fax expenses require receipt. The traveler's personal use (i.e. a call home) is not an allowable expense.

## Foreign Travel

- Same rules apply
  - Provide conversion rates with the Travel Expense Report [www.oanda.com](http://www.oanda.com)
  - GSA Rates apply [www.gsa.gov](http://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](http://www.ufic.ufl.edu)

## 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.

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

**Grants will follow UF guidelines unless the grant allows less or doesn't allow the expense.**