

University Of Florida Travel & Expense 60 Day form

All expense reports for travel or other employee reimbursements must be submitted and approved in the myUFL accounting system in accordance with the following rules:

--Employee must adequately account for the expenses within a reasonable time, defined by IRS Publication 463 as no later than 60 days after the expenses were paid or after the date of return from travel.

--All expenses must have a business connection and been incurred on behalf of the University or Direct Support Organizations.

--If expense reimbursements are not submitted and approved within the 60-day limit, the amount ultimately paid to the employee will be included in the employee's annual W-2 as taxable income.

UFID	Traveler's Name	Traveler's eMail	TER#	Date of Expense	Submission Date	Taxable Amount
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Upon completion, please fax to the Travel Office at (352) 392-0081 or email to travel@ufl.edu