

Cancellations

Penalties for early or late returns added to airfare, lodging expenses, registration fees, etc. may be paid from university funds only:

1. If the cause for cancellation is in the best interest of the university
2. If the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave

If the cancellation is allowable for reimbursement, justification detailing the circumstances surrounding the cancellation must be attached to the Travel Expense Report. If the ticket is canceled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from university funds.

Air Travel Expenses Not Eligible for Reimbursement

The University will not reimburse:

1. An expense paid for with reward points (e.g., Sky Miles)
2. The value of complimentary travel expenses
3. Charges assessed for the replacement of lost tickets

Private Aircraft

A passenger on a private aircraft may be reimbursed for the actual amount charged and paid for his/her fare up to the mileage rate specified in Section 112.061, Florida Statutes, or the lesser of:

1. The state contract fare, or
2. The cost of the most economical direct commercial airfare available for the trip
3. The most economical commercial airfare closest to the point of origin and the point of destination if no direct commercial flight is available

Fly America Act

All travelers must ensure proposed travel is in accordance with the sponsored project's agreement before the travel begins. Compliance with the Fly America Act is required. When booking international travel, the principal investigator of the award to be charged is responsible for complying with the Fly America Act.

Exceptions should be documented prior to travel and approved by the UF Travel Office. If the exception form is not completed before travel, add a completed form with proof of compliance to the supporting documentation for the expense report. If compliance cannot be supported, this charge must be moved to an acceptable funding source. In no case is the use of a foreign air carrier justified because of cost, convenience, or traveler preference.

The cost of travel subject to the Fly America Act that does not adhere to this regulation will be borne by the principal investigator's department or will need to be moved to a suitable non-federal funding source.

Certain sponsored projects (including state grants) may contain provisions that further limit the amount and type of reimbursable travel expenditures.

To easily ensure compliance with the Fly America Act, purchase all airline tickets for international travel that will be charged to a federal grant through a U.S. flag carrier (Delta, American, United, etc.) or use a travel agency for your booking. The code of a U.S. flag air carrier must be noted as part of the flight number on the airline ticket, flight coupon (boarding pass*), or passenger receipt. Each airline has a two-letter alpha code. For example, United Airlines has a code of "UA". On an airline ticket, boarding pass or passenger receipt, this two-digit code is designated just to the left of the flight number. **NOTE: Most travel agents are not familiar with this regulation, so confirm the travel agent is aware that the travel is federally funded and must adhere to this act.**

More information can be found at:

<http://www.fa.ufl.edu/directives/sponsored-project-travel/>



Air Travel Guidelines

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<http://www.fa.ufl.edu/directives/air-travel/>

UF Policy

The University should reimburse travelers for:

1. Main Cabin class tickets on all airlines
2. SouthWest airlines is a low-cost carrier and charges a \$15 boarding fee. This will be considered the same as the Delta upgrade to Main Cabin and allowable for reimbursement
3. Upgrades (i.e. preferred seating, comfort seating, leg room, etc.) only if the **flight is over 9 hours**
 - Travelers must still submit the [Travel Exception Request Form](#) to the UF Travel Office BEFORE the ticket is purchased for them to be reimbursed
 - If approved by the UF Travel Office, attach the written approval to the Travel Authorization and Expense Refund in PeopleSoft

The University will not reimburse travelers for:

1. Upgrades for flights that are less than 9 hours long – in this case travelers will only be reimbursed for the main class amount
2. Travelers or originators should contact the UF Travel Office **before** purchasing any Main Cabin tickets that have been upgraded if they are unsure about reimbursement

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. The cost comparison should be performed at the time of purchase to get an accurate reflection of any true difference in pricing. If a cost comparison is not submitted, a comparison will need to be done at the time of reimbursement. This may result in monies needing to be repaid to the university.

Purchase of Tickets

The traveler, or person making travel arrangements, (hereinafter called the "ticket purchaser") must retain all transportation ticket receipts to be attached to the Travel Expense Report in myUFL. The documentation must show:

- Amount-shown paid
- Method of payment
- Purchase amount of the ticket
- Dates and times of flight
- Trip destination
- Fare class for each flight of itinerary

An itinerary will provide the above information.

The ticket purchaser must carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket to avoid or at least minimize the cancellation penalty on these

tickets. Although the savings realized from the use of such tickets may be considerable, it should also be kept in mind that the penalties for cancellation of the tickets are generally substantial

Airfare insurance cannot be purchased with State or Grant Funds.

If the person making travel arrangements is unsure whether a ticket is considered upgraded, contact the Travel Office BEFORE completing the purchase to ensure reimbursement will be allowed.

Fare Code	Description	Allowable
A	Discounted Domestic first class	Not Allowable
B	Coach, Upgradeable transoceanic & domestic	Allowable
C	Business Elite Latin America	Not Allowable
D	Discounted Business Elite transoceanic and domestic	Not Allowable
E	Basic Economy	Allowable
F	First Class full fare	Not Allowable
G	Discounted First Class fare/Business	American Airlines - Allowable All Others : Upgrade for flights > 9 hours
H	Coach, Non-upgradeable transoceanic, Upgradeable domestic	Allowable
All I Codes	Discounted Business Class	Allowable for Upgrade for flights > 9 hours
All J Codes	Business Elite transoceanic full fare	Not Allowable
K	Coach, Non-upgradeable transoceanic, Upgradeable domestic	Allowable
L	Coach transoceanic or domestic	Allowable
M	Coach, Upgradeable for transoceanic & domestic	Allowable
N	Coach	Allowable
O	Economy/Business	Allowable
All P Codes	Discounted First Class fare/Discounted Business Class	Delta - Not Allowable All other airlines - Allowable for flights > 9 hours
Q	Coach, Non-upgradeable transoceanic, UPGRADEABLE domestic.	Allowable
All R Codes	First Class upgraded via Medallion upgrade	Not Allowable
S	Discounted Coach	Allowable
T	Coach, Transoceanic or domestic	Allowable
U	Coach	Allowable
V	Discounted Coach	Allowable
W	Premium Economy/Discounted Coach	Allowable for Upgrade for flights > 9 hours United - Allowable
W+	Comfort+	Allowable for Upgrade for flights > 9 hours
All X Codes	Discounted Coach	Allowable
Y	Full fare Coach, Upgradeable transoceanic & domestic	Allowable
All Z Codes	Discounted First Class fare/Discounted Business Class	American - Not Allowable All other airlines - Allowable for flights > 9 hours