

Receipt Guidelines

- Baggage:** Yes, if more than \$25
- Chartered Airfare:** Yes, with a cost comparison of a commercial ticket
- Communication Expense:** Yes, with receipt and only if incurred while conducting university business; includes telephone, wire, computer use, and/or fax expenses
- Fuel Receipts:** Yes, any amount
- Laundry:** Yes, after official business has extended beyond 7 days; actual laundry, dry cleaning, and pressing expenses are allowed with one additional for every subsequent 7 days of business travel
- Lodging:** Yes, for single occupancy, please use GSA guidelines. If not, further justification may be required
- Maid Service:** No, maximum \$5 daily
- Meals:** No, use state or foreign rates
- Mileage:** No, must provide justification of miles claimed using a mapping tool
- Mileage Vicinity:** No, must provide addresses of origin and destination
- Parking:** Yes, if greater than \$25
 - **Parking Valet:** Not allowed unless mandatory; justification is required
 - **Parking Valet Tips:** No, \$1 allowed per instance; must describe each instance
- Per Diem:** \$80 per day in lieu of meals & lodging; \$20 per quarter-day starting at midnight, less any meals
Quarters start at (1) 12 a.m., (2) 6 a.m., (3) 12 p.m. and (4) 6 p.m.
- Portage Tips:** No, \$1 per bag; 5 bags max, per instance
- Safe:** Not allowed unless mandatory; justification and receipt required.
- Taxi:** All taxis must show origin and destination in description field of ER; receipts greater than \$25 are required
 - **Taxi Tip less than \$25:** No, 15% pre-tax
 - **Taxi Tip more than \$25:** Yes, 15% pre-tax
- Tolls:** Yes, when instance is greater than \$25

General Information

The UF Travel Office is here to help! If you are unsure if the expense is allowed or have a question about the receipt requirements, please contact us at (352) 392-1241 or travel@ufl.edu.

- Expense reports (ER) are required for all travel, including those paid only by PCard or direct bill. Items requiring receipts must be itemized. Expenses must have a benefit to the state, university, or grant.
- The university will only reimburse a traveler for a travel expense that is paid for with personal funds (cash, check, or personal credit card). Any expense that is paid for by reward points (Sky Miles, etc.) are not reimbursable. The university also does not reimburse a traveler for the value of the complimentary travel.
- Foreign receipts must be converted to US\$ and show conversion was done on the day of expense. The type of expense must be noted on each receipt.
- GSA rates are located at: www.gsa.gov. Conversion rates may be found at: www.oanda.com.
- All foreign travel must be registered with the University of Florida International Center <https://internationalcenter.ufl.edu>
- If a traveler pays for another traveler's expenses, the ER must include a cross-reference ER or a signed memo from that traveler stating what expenses were paid.

Grants will follow UF Guidelines unless the grant allows less or does not allow the expense

ADA exceptions can be made for larger cars, upgraded airline class and other accommodations, with the proper ADA justification letter.

Per IRS regulation, 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.

Lack of knowledge is not a justification to pay any unallowable expense.

University of Florida Travel Checklist & Guide

Find travel guidelines and forms at www.fa.ufl.edu/. Travel Toolkits are located at <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/travel-and-expense/>
E-Mail: travel@ufl.edu Phone: (352) 392-1241
2021.07.29

Travel Time

Travelers are allowed up to one day each way for domestic travel and two days each way for foreign travel.

Travel Authorizations

“Formal” travel authorizations, or TAs, are entered into the myUFL system, while an “informal” TA can be conducted via an email exchange, indicating the travel is pre-approved.

A formal travel authorization is required for:

- Conferences/Conventions
 - Foreign travel
 - Registration fees
 - Cash Advance
 - Trips longer than 30 days
- If a TA was not required, an informal TA should be kept on file in the department
 - If a TA was required but not completed, a justification letter should be included.
 - A TA must demonstrate the benefit to the state, university, or grant
 - Foreign travel requires additional International Center approval.

Registration Requirements

The following items are required, even when paying with a PCard:

- Copy of blank conference registration form
- Membership details (numbers, costs, etc.)
- Breakdown of charges
- Receipt of payment
- Agenda showing meals provided
Meals paid for in registration should be deducted from ER

- Items/events on the registration form of a personal nature are not reimbursable

Transportation Requirements

Travelers must use the most economical means, and receipts should indicate paid or no balance due.

- Copy of airline, train, or bus receipts
- Trip itinerary showing full trip
- Main cabin airfare or an allowable airfare code are required for air travel under 9 hours of continuous travel
- Airfare upgrades over 9 hours must be approved by the UF Travel Office.
- If trip includes personal time, cost comparison from the same company must be completed on the day of purchase and provided.
- Airfare insurance may not be purchased using state or grant funds
- If using private aircraft, traveler may claim either the allowable mileage rate per Florida Statutes or the lesser of economical commercial direct airfare available for the same trip. A cost comparison needs to be provided.
- Fly America Act applies when flying using 201 funds

Car Rental, Mileage and Fuel Requirements

Remember: Even if expenses paid by PCard, all items and receipts listed are still required. Drivers and occupants must obey all laws, and PCards can purchase fuel for rentals and state vehicles only.

- Vehicle should be compact class size unless justification for larger size exists (e.g., equipment, extra passengers). Without justification, travelers must reimburse the university.
- The Avis Global Billing Agreement should be used to rent for another person, including visitors.
 - Non-Contract rental: requires proper justification; without justification, traveler must reimburse the university
 - For Non-Contract rental: Purchase both physical damage coverage (comp and collision) and supplemental liability coverage to protect UF and the employee/driver. Contact your Risk

Management Office regarding coverage details.

- Car rentals are for visitors and employees ages 18 and up.
- Rental car contract can be found here: <https://www.fa.ufl.edu/directives/rental-vehicles/>
- If PlatePass lane is used & driver did not stop to pay tolls, the account will be billed for tolls plus daily service fee for each day used.
 - Receipts for PlatePass charges here: <https://bill.platepass.com/receipt>

Mileage for private vehicle

- Map Mileage must show origin (the geographic location of the traveler's official headquarters or geographic location where travel begins, whichever is closer) to the destination using the mileage table or other mapping tool
- Vicinity Mileage must show origin and destination physical address
 - Travelers may not be paid mileage for travel between their residence and their headquarters/regular work location. If travel begins more than one hour before or ends one hour after the traveler's regular work hours, the traveler may be eligible for miles to or from residence. Miles claimed may not exceed the miles actually driven.
- Campus mileage for personal vehicle on campus requires approval from the chair
- Fuel receipts can be used in lieu of mileage but may not exceed the mileage allowance. Fuel receipts are required for reimbursement.
 - Mileage and fuel cannot be claimed for the same portion of the trip.
 - The type of vehicle should be denoted on the ER as personal, state or rental.
 - If state vehicle, provide vehicle number.

Meal Requirements

Travel begins on first day of travel and ends when business portion of trip has been completed. Meals are based on overnight stay:

- **Breakfast:** Travel begins before 6 a.m. and extends beyond 8 a.m.
- **Lunch:** Travel begins before noon and extends beyond 2 p.m.

- **Dinner:** Travel begins before 6 p.m. and extends beyond 8 p.m.

- Class C:** When the trip does not require an overnight stay, neither meals or per diem reimbursements are allowed.
- A traveler may not claim reimbursements for meals, per diem or lodging for any overnight travel within 50 miles of the headquarters or residence without justification for overnight travel approved by the department/agency head.
 - Justification examples include late-night or early-morning job responsibilities and excessive travel time because of traffic conditions.
- Travelers can only claim their own meal allowance, not meals for others.
 - If paying for others' meals, receipt must be reimbursed as an entertainment expense (see Entertainment Expense Policy)
 - If claiming meals for entire trip on a single line, the ER description field must contain the start and end date of the trip, the meal type, and meal amount per day
- Per diem is \$80 per day (no receipts required) for domestic or foreign travel and is figured at a quarterly rate. Per diem can be claimed in lieu of actual meal allowance & lodging.

Lodging Requirements

- Lodging always requires an itemized receipt showing a zero balance or "paid" and single occupancy.
 - Shared room with a person not on UF business: Single room rate for cost comparison must be provided
 - Shared room with another person on UF business: Both ERs should be cross referenced and include a memo with payment breakdown.

Cash Advance Requirements

- Cash advances are for UF employees only and permitted for one trip at a time.
 - Cash advance should be settled within 10 days of return
 - If not settled within 30 days, wages may be garnished, and future advances will be denied.