

Are receipts required?

Meals	No	When using State rates
Taxi	No	\$25 or less
Taxi	Yes	Over \$25
Valet Tips	No	\$1 allowed
Portage Tips	No	\$1 per bag; 5 bags max per instance
Taxi Tips	No	15% and < \$25
Taxi Tips	Yes	15% and > \$25
Gas	Yes	
Laundry	Yes	Can only be claimed when travel > 7 days; not including first and last day
Registration	Yes	Provide receipt and form showing amount
Airfare	Yes	Show amount paid and class. Only coach class is allowed unless flight is > 9 hours
Chartered Airfare	Yes	Must compare cost to a commercial ticket
Train/Bus	Yes	Same as airfare
AVIS	Yes	Must rent Class "B" unless a justification for a larger car is provided
Mileage	No	Must show miles claimed
Vicinity Mileage	No	Show to and from and justify miles > 100
Communication	Yes	Type and amount
Per Diem	No	\$80 per day in lieu of meals & lodging
Safe	Yes	Only paid if mandatory by hotel
Lodging	Yes	Single occupancy. Meet GSA guidelines. If not, requires justification

Misc	Yes	Must show need & benefit to the university
Parking	No	When instance is \$25 or less
Parking	Yes	When instance is more than \$25
Tolls	No	When instance is \$25 or less
Tolls	Yes	When instance is more than \$25
Baggage	Yes	All Baggage payments require receipts

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.

Foreign Travel

- Same rules apply except AVIS contract is not valid
- Provide conversion rates with the Travel Expense Report
- Different GSA Rates apply
- Flights on Fund 201 must follow the "Fly America Act" for airfare purchase

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.

For more information, go to the web site:

<http://fa.ufl.edu/travel>



Business Affairs
Finance and Accounting

Travelers Guide

Revised November 2009



University Travel
(352)392-1245 Phone (352)392-0081 Fax

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

*It is best practice to do one TA for each travel occurrence.

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.
- AVIS is the state rental car provider and must be used if available. A justification is required if AVIS is not used or a car larger than a compact class "B" is rented. Hybrid rentals (Class C) are allowed **without** a justification. The AVIS rental contract number is **A113400**. The University may also pay rental cars by completing an ACTO (Avis Company Travel Order) on a University Transportation Request form. When paying for a rental yourself, an itemized copy of the rental agreement is required for reimbursement.
- Gas receipts must be kept and turned in for reimbursement on the expense voucher.
- Occupants must wear seatbelts and observe posted speed limits when traveling on official university business.
- Car rental for visitors and employees under age 25 **MUST** get an ACTO. Lack of knowledge is **NOT** a justification.

- Enterprise rent-a-car is available to UF employees for in-state rentals.



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.

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.

Meals (Domestic):

GSA rates apply before 7/1/07. State rates (\$36 per day) after 7/1/07:

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. There is no Meal Allowance.

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.

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 will 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.

After the trip: Prepare a Travel Expense Report and obtain appropriate signatures, attach proper documentation and forward to: Travel, PO Box 115350, 114 Elmore Hall, Gainesville, FL 32611-5350 for processing.

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 Avis.
- Excess of 30 day per diem form- If travelers are gone for more than 30 days.