

Are receipts required?

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|-------------------|-----|---|
| Meals | No | When using State rates |
| Taxi-Train-Bus | No | Less than \$25 |
| Taxi-Train-Bus | Yes | Greater than \$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 | When official travel extends beyond seven days |
| Registration | Yes | Provide receipt and form showing amount paid |
| 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 |
| Enterprise | Yes | Only compact unless a justification for a larger car is provided; Decline insurance |
| Mileage | No | 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 if mandatory |
| Lodging | Yes | Single room. Meet GSA guidelines. If not may require justification |

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|---------------|-----|--|
| Parking-Tolls | No | Less than \$25 |
| Parking-Tolls | Yes | Greater than \$25 |
| Gas Receipts | Yes | Must not equal more than .445 cents per mile. University P-card cannot be used to purchase fuel for personal vehicle |

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
- Provide conversion rates with the Travel Expense Report www.oanda.com
- GSA Rates apply 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

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>



Finance and Accounting Travelers Guide

Revised September 24, 2015



University Travel
(352) 392-1241 Phone (352) 392-0081 Fax
(352) 846-1020 Fax imaging
PO Box 115350
114 Elmore Hall
Gainesville, FL 32611-5350

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.
- Enterprise is the state rental car provider and must be used if available. A justification is required if Enterprise is not used or a car larger than a compact is rented. Hybrid rentals are allowed **without** a justification. The Enterprise rental contract number is **43A3255**. The University may also pay rental cars by a department obtaining a Electronic Billing Agreement and submitting to Enterprise. This number is attached to one particular Pcard. 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 21 **MUST** pay with an Electronic Billing number



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):

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.

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.

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

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 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.

After the trip: Prepare a Travel Expense Report and obtain appropriate signatures, attach proper documentation and fax with ER barcode "on top" to: (352) 846-1020
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 Enterprise.
- Lack of knowledge is not a justification to pay any unallowable expense