

Travel Rules and Policy

1. Introduction and Contact Information

- A. The purpose of these University of Florida Travel Directives and Procedures is to provide direction for employees and others who undertake travel on behalf of the University. Travel costs are to be allocated and expended within established budgetary limitations and serve an official University purpose. Travelers are not to make commitments to travel or to incur travel expenses without first obtaining the appropriate approvals.
- B. These directives and procedures are intended for University-wide use. However, if an individual organizational unit elects to institute a more restrictive practice for purposes of budgetary control, the Controller's Office will entertain a request of this nature. All University travelers are expected to comply with these Travel Directives and Procedures.
- C. University Travel Services is located in Elmore Hall and can be reached at (352) 392-1241.

2. Definitions

- A. University Traveler – The following are considered allowable University travelers when performing authorized travel:
 - B. Both full-time and part-time employees of the University.
 - C. University consultants or advisors.
 - D. Candidates for University executive or professional positions.
 - E. University students – expenses incurred by students are reimbursable if they are specifically authorized by fellowship, contract, grant or when a clear University business purpose is provided.
- F. Class "A" Travel – Continuous travel of 24 hours or more away from official headquarters.
- G. Class "B" Travel – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
- H. Class "C" Travel – Travel for short or day trips where the traveler is not away from his/her official headquarters overnight. Class "C" meals are no longer reimbursed by the University.
- I. Common Carrier – Train, bus, commercial airline operating scheduled trips/flights, or rental cars of an established rental car firm.
- J. Conference/Convention – The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems and required when there is a registration fee. A conference does not mean the coming together of state university personnel.
- K. Foreign Travel – Travel outside of the United States, Puerto Rico, and the Virgin Islands. Travel from/return to a foreign country is considered foreign.
- L. Moving Expenses – Expenditures associated with moving an employee are NOT to be paid through the Travel and Expense Module. For information concerning the procedures to

reimburse for a move, see Disbursement Directives for Processing Unencumbered Disbursements

- M. Physically Handicapped – Generally this means any person having a physical disability, including but not limited to blindness, or the loss of one or more life functions leaving that person mobility-impaired (or sensory-impaired) requiring the use of trained animal companions or prosthetic equipment, including, but not limited to, crutches, walkers, canes, or wheelchairs.
- N. Point of origin – means the geographic location of the traveler’s official headquarters or the geographic location where travel begins, whichever is the lesser distance from the destination. Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location. If travel begins more than one hour before or one hour after the travelers regular work hours, the point of origin may be the traveler’s residence, provided that miles claimed may not exceed the miles actually driven.
- O. Portage – Assistance in carrying or transporting the traveler’s luggage and/or materials.
- P. Travel Day – A period of 24 hours consisting of four quarters of 6 hours each.
- Q. Travel Expense – Authorized travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a University purpose and must be within the limitations of these directives and procedures.
- R. Travel Expense Report – The method used to request reimbursement for allowed travel expenses in the Travel and Expense Module.
- S. Travel Period – A period of time between the time of departure and time of return.
- T. Shared Expenses – Requires a copy of the other traveler’s travel expense report. If no expenses were incurred by one traveler and all was paid by another, a signed statement is required by the traveler not claiming reimbursement stating what expenses the other traveler paid for them. Meals can only be claimed by each individual traveler.
- U. Account codes for travel —please use the following guide for selecting In-State, Out-of-State or Foreign travel when completing a travel authorization or an expense report. All expenses are shown where the business take place.

Examples:

In-State

When the business portion of the trip is in Florida, then all expenses, no matter where they occurred, would be in-state

Out-of-State

When the business portion is in any other state or U.S. territory, then all expenses, no matter where they occurred, would be out-of-state

Foreign

When traveling to or from a foreign country all expenses, no matter where they occurred, would be considered foreign travel

Cost Comparison – 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. 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 a higher cost comparison and result in monies needing to be repaid to the university. This is required to ensure that the university is not paying more than what the business portion of the trip would have cost.

3. Official Headquarters

- A. The official headquarters of a University employee shall be the city or town in which the assigned office is located except that:
- B. The official headquarters of a person shall be the city or town nearest to the area where the majority of his or her work is performed, or such other city, town, or area as may be designated by his or her supervisor provided that in all cases such designation must be in the best interests of the University and not for the convenience of the person.
- C. When any University employee is stationed in any city or town for a period of over 30 continuous work days, such city or town shall be deemed to be his or her official headquarters, and he or she will not be allowed per diem or subsistence after the period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the Dean, Chairperson or Department Head. If traveling greater than 30 days, a Travel Authorization (TA) is required and should be approved by one of the positions stated above or proof of approval to go beyond the 30 day limit should be added to the backup documentation for the TA. This will allow UF to continue to reimburse all travel-related expenditures for the total duration of the trip.
- D. A traveler may leave his or her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from his or her regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses in excess of the established rate for per diem allowed had he or she remained at his or her assigned post. However, when a traveler has been temporarily assigned away from his or her official headquarters for an approved period extending beyond 30 days, he or she shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to his or her home in addition to pay and allowances otherwise provided.

4. Sponsored Project Travel

- A. Travel reimbursements are generally limited to those allowed by these directives and procedures that govern university-related travel. However, certain sponsored projects (including state grants) may contain provisions that further limit the amount and type of reimbursable travel expenditures. Travelers and/or appropriate sponsored projects personnel should ensure any proposed travel is in accordance with the sponsored project's agreement before the travel begins.
- B. Fly America Act – The Fly America Act (41 CFR 301-10.131 through 301-10.143) requires that all federally funded travel (Fund 201) be on a U.S. flag carrier or U.S. flag carrier service provided under a code-share agreement (see list below), except under specific situations. When booking international travel, the Principal Investigator of the award to be charged is responsible for complying with the Fly America Act. 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. Exceptions must be documented prior to travel and pre-approved by the UF Travel Office. In no case is the use of a foreign air carrier justified because of cost, convenience, or traveler preference. International Airfare booked on a U.S. flag carrier service will not require an exception. Also, the United States Government has entered into several air transport agreements that allow federal funded transportation services for travel to use foreign air carriers under certain circumstances. There are currently three bilateral/multilateral "Open Skies Agreements" (U.S. Government Procured Transportation) in effect and can be found on the GSA's website. To easily ensure compliance with the Fly America Act, purchase all airline tickets for international travel that will be charged to a federal grant thru a U.S. flag carrier (Delta, American, United, etc.) or use a travel agency for your booking. 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. Permitted Exceptions to the Fly America Act. If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more. If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or
 - Extend your travel time by at least 6 hours or more; or
 - Require a connecting time of 4 hours or more at an overseas interchange point.
 - For travel outside the U.S., if a U.S. flag air carrier provides service between your origin and destination, you must always use a U.S. flag carrier for such travel unless, when compared to using a foreign air carrier, such use would:
 - Increase the number of aircraft changes you must make en route by 2 or more; or
 - Extend your travel time by 6 hours or more; or
 - Require a connecting time of 4 hours or more at an overseas interchange point.
- C. If an exemption is needed:
- Complete the Fly America Act Exception form indicating the reason for the exemption.
 - Attach a proposed itinerary of the trip.
 - Fax to the UF Travel Office at (352) 392-0081 for approval (include your department fax number).
 - The UF Travel Office will fax approved exceptions back to the initiating department.

This exception form will need to be kept on file in the department and a copy should be included with the Travel Expense Report when submitted to the UF Travel Office for auditing and imaging purposes.

5. Non-Employee Travel

- A. The provisions of these directives apply to all non-University of Florida employees (e.g., students, prospective employees, speakers, consultants) when traveling at the University's expense.

6. Computation of Travel Time for Reimbursement

- A. For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:
 - The travel day for Class A travel will be a calendar day (midnight to midnight). The travel day for Class B travel will begin at the same time as the travel period. For Class A and Class B travel, the traveler will be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within his or her travel period. Class A and Class B travel will include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.
- B. The allowance for meals will be based on the following schedule:
 - Breakfast – When travel begins before 6 a.m. and extends beyond 8 a.m.
 - Lunch – When travel begins before 12 noon and extends beyond 2 p.m.
 - Dinner – When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.
- C. When travel is to multiple locations, the last business location where you sleep is where your meal allowance is calculated from no matter what portion of the day you are at that location.
- D. Travelers are allowed up to 1 day on domestic travel and 2 days on foreign travel to reach destination.
- E. No allowance shall be made for meals when travel is confined to the city or town of the official headquarters. As noted earlier, Class C meal allowances are not permissible.

7. Travel Authorization and Expense Reimbursement

- A. Travel Authorization – Travel on university business must be authorized in advance. A Travel Authorization, entered into the Travel and Expense Module, is required for all travel relating to conferences/conventions, cash advances, foreign travel, when there is a registration fee and when a university employee is stationed in a city or town and will be paid per diem for a period of over 30 continuous work days. All other types of travel will require a less formal method of authorization (e.g., email or letter) but will still need departmental approval by the individual with budgetary responsibilities. Comp TA's do not fall into any of these categories and are not required. The instructions on how to complete a Travel Authorization can be found on the myUFL Toolkits.
- B. Travel Expense Reimbursements – University travel is reimbursed only on the basis of reasonable expenses incurred, subject to the limitations set forth in these directives and procedures. Requests for reimbursement are to be submitted on a Travel Expense Report in the University's Travel and Expense Module. Original receipts are required for all major travel expenses, including airfare, hotel, car rental, and all individual expenses that exceed \$25.00. All expenses that require receipts must have an itemized receipt for proper auditing and accounting disclosure of traceable supporting documentation. In addition, the University reimburses expenses without receipts for meals and mileage based on rates as set forth in Florida Statute

112.061 and allowable incidentals up to a maximum of \$25.00 per incident. These rates are provided later in these travel directives and procedures.

- C. Travel expenses of employees for the sole purpose of taking merit system or other job placement examinations, written or oral, are not allowed.
- D. A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the University may continue to receive subsistence during this period of illness or injury until such time as he or she is able to perform the official business of the University or returns to his or her official headquarters, whichever is earlier. Each Travel Expense Report must be signed by the traveler. If the traveler prepares the Travel Expense Report in the Travel and Expense Module, the electronic signature is acceptable. If the Travel Expense Report is prepared by a departmental originator, a summary sheet must be printed and signed by the traveler. Individuals responsible for approving Travel Expense Reports are to ensure that expenses are appropriate and that all required itemized receipts are attached. The traveler is then reimbursed for expenses incurred. All travel-related expenses must be listed on the expense report including expenses paid with a UF Purchasing Card or by direct payment. This is done to properly reflect the true cost of the travel and to provide for full disclosure for auditing purposes. Travel Expense Reports with supporting documentation should then be faxed to the University's Travel Office for imaging and audit review within 5 business days. Expense reports containing only expenses that do not require receipts will still need to be printed, signed by the traveler and faxed to the University's Travel Office for imaging and audit review. The instructions on how to complete a Travel Expense Report can be found on the myUFL Toolkits.
- E. Utilizing "OnBase"
- There is a document button that will be used, with one exception noted below. Using OnBase, you will be able to directly upload your documents (instead of faxing them). The Documents button will appear on the pages listed below, whether or not there are any associated images. Should you click the button when no documents exist, OnBase will display the message "No Folders Found. "Accounts Payable > Vouchers > Add/Update > Regular Entry
 - Accounts Receivable > Payments > Apply Payments > Finalize Worksheet
 - Accounts Receivable > Payments > Apply Payments > Update Worksheet
 - Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries
 - Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries
 - Accounts Receivable > Payments > Review Payments > All Payments
 - Accounts Receivable > Payments > Review Payments > Payment Status
 - General Ledger > Journals > Journal Entry > Create/Update Journal Entries (*no upload permitted in OnBase; continue to use the Attachments link)
 - Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify
 - Employee Self-Service > Travel and Expenses > Expense Reports > View
 - Travel and Expenses > Expense Report > Create/Modify
 - Travel and Expenses > Expense Report > View
- F. Procedures:

- The UF Document Imaging > Voucher / Invoice Images link. The name of the link will be “Voucher / PO Change Order Images” and it will point to the OnBase system. Anyone who can currently access this link will still be able to view Expense Reports, Vouchers, PO Change Orders, and PCard information in the system.
 - You may also use the attachment feature to download your information prior to submitting
 - Federal Acquisition Regulations, which UF must adhere to because of federal research performed, require that original documents, once imaged, must be maintained for 1 year after imaging. These documents may be destroyed 1 year after the accounting date of the expense report.
 - When sending backup, please remember to mark out checking account numbers, social security numbers, driver’s license numbers and all but the last 4 digits on credit cards.
 - For checks where an Alternate Check Delivery is needed, either 1) Fax the Alternate Check Delivery form to University Disbursement Services’ fax number (352) 392-0081, or 2) send an email to Special Payments, payments@admin.ufl.edu, together with the Alternate Check Delivery form.
- G. The following training simulations have been created to assist you in viewing and uploading documents.
- Creating Expense Reports
 - Creating or Updating a Voucher
 - Creating or Updating a Deposit
 - Viewing Journal Documents

In the meantime, if you would like additional information including training opportunities, please see <http://www.it.ufl.edu/edm/> or contact the UFIT Document Management team at DocumentManagement@connect.ufl.edu.

8. Transportation and Related Expenses

- A. Travelers are to choose the most practical and economical mode of transportation, and are generally to travel the most direct route. Consideration is to be given to the total cost to the University, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. All travelers are to comply with the following directives and procedures for reasonable transportation expenditures.
- B. Cost Comparison – 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.
- C. Commercial Transportation
- D. The University reimburses commercial airfares for economy/coach accommodations. UF will allow travelers to be reimbursed for the two lower tiers offered by airlines (see chart below) and will reimburse for the additional charge for the Main Cabin class tickets. Any tickets such as preferred seating, comfort seating, extra leg room, etc. that require an extra cost in any class will not be allowed unless the trip is over 9 hours as these are personal preferences. UF will not reimburse for first class or any class higher than first class with any available funding source. On

flights of 9 hours or more, traveler can purchase any class ticket below first class. 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. Consideration should be exercised when considering the cost and must be approved by the appropriate departmental individual with budgetary responsibilities. Whenever possible, discounted or reduced round-trip rates should be considered when available. Many airlines discount flights involving a Saturday night stay over. The traveler may consider the option of extending one's stay over a Saturday when the expense of an extra night's lodging and additional meals is less than the savings between the airfare involving the Saturday night stay over and the airfare not involving a Saturday night stay over. Air travel is recommended when the cost of an employee's time is an important factor or when travel time by other methods would increase the subsistence expense. The traveler may claim either the mileage rate specified in Section 112.061, Florida Statutes, or the lesser of the state contract fare and the most economical commercial direct airfare available for the same trip. If no state contract fare and no commercial airfare is available directly between the points of travel, reimbursement shall be limited to the mileage rate specified in Section 112.061, Florida Statutes, or the most economical commercial airfare closest to the point of origin and the point of destination. 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:
 - the state contract fare, or
 - The cost of the most economical direct commercial airfare available for the trip.
- If no direct commercial flight is available, the most economical commercial airfare closest to the point of origin and the point of destination may be used.

E. Purchase of Tickets

- Transportation arrangements are to be made directly by the traveler/department. The traveler must retain all transportation ticket receipts for purposes of documenting Travel Expense Report reconciliations. This includes showing the purchase amount of the ticket and method of payment. Penalties for cancellation of airline tickets may be paid from university funds only if the cause for cancellation is in the best interest of the University or 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. Airfare insurance cannot be purchased with State or Grant Funds. If the ticket is canceled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from university funds. 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. Travelers or persons making travel arrangements should carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket in order to avoid or at least minimize the cancellation penalty on these tickets. When it is determined that it is in the best interest of the University to cancel a ticket and pay the cancellation penalty, justification detailing the circumstances surrounding the cancellation must be included in the Travel Expense Report

submitted to the University Travel Office. The University will not reimburse for an expense paid for with reward points (i.e., sky miles, motel reward points, or any other reward points). The University will also not allow reimbursement for the value of complimentary travel expenses. Charges assessed for the replacement of lost tickets are not reimbursable, and will be borne by the traveler.

F. Private Automobile

- When travel by private automobile is chosen over commercial transportation in order to save time, to transport equipment, or to reduce costs when a number of people are traveling together to the same destination, reimbursement to the traveler is made on the basis of mileage traveled. The reimbursement rate is set at the State of Florida mileage allowance rate in effect at the time of travel, currently 44.5¢ per mile. The mileage allowance covers all operating costs of the vehicle. Repair costs are not reimbursable, whether they result from the traveler's acts or the acts of others. If a traveler elects to be reimbursed gas receipts instead of the mileage allowance, the amount of the gas receipt must not exceed what the mileage reimbursement would have been and covers all operating costs of the vehicle. Repair costs are not reimbursable, whether they result from the traveler's acts or the acts of others. However, parking charges and ferry, bridge, tunnel and road tolls are reimbursable in addition to the mileage allowance. An accurate daily record of miles traveled is to be maintained. Upon completion of travel, mileage and expenses are to be submitted on a Travel Expense Report in the Travel and Expense Module. The University of Florida generally will not allow reimbursement for on-campus mileage. On-campus is defined as the area of 34th Street to 13th Street and Archer road to University Avenue. Travelers should use university vehicles when available. If a university vehicle is not available, UF will reimburse the traveler with a written justification from the department head. Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location. If travel begins more than one hour before or one hour after the travelers regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed the miles actually driven.

G. Automobile Rental

- Travelers whose transportation is provided by rental vehicles shall make use of any state contract for rental vehicles which may be in effect at the time of the travel. The current State of Florida contract is with Enterprise, and can be found on the Procurement website. Failure to use the Enterprise contract for rental vehicles will require written justification by the traveler. In the event the traveler fails to justify use of a rental company other than the above vendor, any additional cost will be borne by the traveler. The state contract requires the rental of a compact or a justification, signed by the traveler, of the necessity for a larger vehicle. The state contract with Enterprise includes the rental class of hybrid vehicles. The rental of a hybrid vehicle will be allowed without a justification. The cost of rental vehicles may be charged to a University of Florida Purchasing Card, a personal credit card or Enterprise Electronic Billing Agreement number –EEB. To receive an EEB number each department cardholder would need to fill out an Enterprise Electronic Billing form and send it to stateoffloridabrse@ehi.com. They will then contact you with an account number.

- H. Reservations are highly recommended. Be sure to retain the confirmation number for future reference. In the event a compact size vehicle is reserved but at the time of rental is not available, a larger vehicle should be substituted, at no additional cost.
- I. If it is necessary to rent a vehicle from a non-contract vendor, the renter should purchase collision and comprehensive coverage insurance on the rental vehicle through the vendor. Do not purchase liability coverage. Contingent upon the employee being at fault, the University will accept liability for damages to the other vehicle.
- J. The department will need to use the Enterprise Electronic Billing Agreement number for all visitors so that state contract rate may be obtained. Enterprise will not allow the state rate for rental vehicles to a non-UF employee unless this directive is followed.
- K. Renter of the vehicle should make sure the car is returned with the same amount of gas as at the beginning of the rental. The use of the University of Florida purchasing card may be used for gasoline purchases on rental vehicles.

L. Miscellaneous Transportation – Related Expenses

M. Tolls

- Necessary, reasonable tolls are reimbursable. Tolls \$25 and under do not require receipts.

N. Parking

- Necessary charges for parking will be reimbursed, including airport parking fees. The actual amount paid for mandatory valet parking and for valet tips that do not exceed \$1 per occasion and which were incurred in the performance of public business will be reimbursed. Parking fees \$25 and under do not require receipts.

O. Traffic Fines

- Traffic and parking fines received while driving rental, personal, or University-owned vehicles are not reimbursable.

P. Shuttle Service

- The cost of shuttle service to and from airports and railroad stations, plus reasonable tips (15%), is reimbursable.

Q. Taxi Service

- Taxi fares are reimbursed when public transportation or shuttle service is not practical. Actual tips paid to taxi drivers which shall not exceed fifteen percent (15%) of the fare will be reimbursed. Taxi fares \$25 and under per fare do not require receipts.

R. Baggage

- Airline baggage fees require a receipt if over \$25.00

S. All transportation expenses require a to and from location.

9. Lodging, Meals, and Related Expenses

- A. Travelers are expected to use prudent judgment in the selection of hotels and restaurants while traveling on official university business. Expenses for lodging and meals are reimbursed, as explained below, either on an actual, reasonable expense basis or on a per diem basis. Personal expenses, such as guest accommodations, room service, entertainment and other non-business charges, are the responsibility of the traveler.
- B. Lodging – Lodging reimbursement is limited to single occupancy unless rental accommodations are shared by more than one authorized traveler. The university may require justification for a single room rate that exceeds the maximum lodging amount per the GSA Domestic Per Diem Schedule unless a conference/convention hotel rate is used or the rate claimed is less than the stated conference/convention rate. The traveler may use the University of Florida purchasing card or personal funds to pay the lodging bill. If using personal funds, the traveler will be reimbursed for the actual expense of the lodging. To secure reimbursement following completion of travel, the itemized hotel bill showing the actual amount paid or a \$0 balance due and method of payment must accompany a properly completed Travel Expense Report in the Travel and Expense Module. A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the agency head. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.
- C. Meals – The state agency rate is required to be used for reimbursing travel related meal expenses. The State of Florida reimbursement rates for meals on UF domestic travel (all 50 states and U.S. Territories) are as follows:
 - Breakfast: \$6
 - Lunch: \$11
 - Dinner: \$19
 - Total: \$36
- D. No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the University. Meals included in the cost of registration to be reimbursed by the University must be deducted from the per diem reimbursement and may not be claimed for subsistence. No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity (50 miles). The University of Florida does not reimburse for Class C meals (Travel for short or day trips where the traveler is not away from his/her official headquarters overnight). The University may reimburse authorized travelers for foreign travel at the current rates for meals and lodging as specified in the federal publication “Standardized Regulations (Government Civilians, Foreign Areas).” These rates may be obtained from the Travel Office or at the following on the State Department website.
- E. Per Diem Allowance (in lieu of actual expenditures) – In certain cases, it may not be practical or possible to establish actual reimbursable expenses for lodging and/or meals. In such cases, a per diem charge in lieu of actual expenses may be reimbursed. Per diem reimbursement for these expenses is the payment to the traveler of a fixed amount per day to cover the cost of lodging and/or meals and all related incidental expenses necessarily incurred. The University of Florida’s per diem rate is up to \$80 per day for both domestic and foreign travel. Per Diem is broken into

\$20 per quarter. The quarters are as follows: 1st quarter starts @ 12:00 a.m., 2nd quarter starts @ 6:00 a.m., 3rd quarter starts @ 12:00 p.m., and the 4th quarter starts @ 6:00 p.m. If the traveler is in any portion of that quarter they will receive that quarterly allowance of \$20. With a per diem allowance, the traveler is not required to provide documentation and an itemization of actual lodging. Meals and/or lodging may not be claimed in combination with per diem. All meals provided to the traveler must be deducted from the per diem rate of \$80 per day.

- F. Business Expenses – Other expenses normally associated with travel that are reimbursable regardless of whether a traveler receives lodging and/or meal reimbursement on an actual expense or per diem basis include registration fees, business telephone calls made while on approved travel, and miscellaneous expenses clearly related to the purpose of the travel and fully documented as such.
- G. Registration Fees – University employees are frequently required to pre-register for conferences and workshops. Prepayment for registration fees may be done with a University of Florida purchasing card, by personal funds or the department may request an unencumbered voucher payment through Accounts Payable. Whether registration fees are paid by pre-payment or paid at the conference or workshop, the registration form and/or conference brochure stating the amount of the registration and what is included (meals, lodging, etc.) must accompany a properly completed Travel Expense Report. The method of payment used to pay the registration fees must be clearly communicated within the Travel Expense Report. All travelers who attend a conference, convention, workshop, seminar or meetings requiring a registration fee are required to submit a copy of the agenda with the Travel Expense Report.
- H. Communication Expenses – Communication expenses incurred as a result of University business and substantiated by receipts, are allowable. Communication expenses include telephone, wire, email and/or fax. Communication expenses to contact the traveler's family or for other non-business purposes are not eligible for reimbursement. Any calls to a traveler's personal residence for which the traveler is asking reimbursement must be justified.
- I. Portage – Portage charges shall not exceed \$1 per bag or a total of \$5 per occasion. Each occasion should be reported separately on the Travel Expense Report. Tips for maid services are reimbursable.
- J. Incidental Travel Expenses – The traveler may be reimbursed upon presentation of a receipt for the following:
 - Actual laundry, dry cleaning, and pressing expenses when official travel extends beyond seven days and such expenses were necessarily incurred to complete the official business portion of the trip.
 - Actual passport and visa fees required for official travel.
 - Actual and necessary fees charged to purchase traveler's checks for official travel expenses.
 - Actual fee charged to exchange currency necessary to pay official travel expenses.
 - Actual cost of maps necessary for conducting official business.
 - Gas receipts for rental vehicles, state vehicle, or personal car (when not claiming mileage and showing cost savings).
 - Maid service \$5.00 per day, no receipt required.
 - Any item that is not listed requires a receipt.

10. Travel Advances

- A. The University will authorize payment up to 100% of an approved Travel Authorization. In order to receive a travel advance, a traveler or travel originator must request the advance using the Travel and Expense Module. Cash advances must be settled within 10 workdays after the return to the official headquarters. The instructions on how to complete a Travel Advance form can be found on the Human Resources website.
- B. Only university employees are eligible to receive an advance unless a grant specifically states otherwise. Current travel advance directives and procedures provide for the following:
- C. A traveler shall not have more than one advance at a time and travel advances should be processed 10-20 workdays prior to start of trip. Requests for an advance more than 30 days prior will need a written justification of the circumstances which necessitate an exception to this restriction.
- D. The advance must be settled no later than 10 workdays from the travel ending date.
- E. If not settled within 30 workdays, UF can garnish a traveler's wages through Payroll.
- F. The traveler may make payment arrangements for a garnishment deduction until the cash advance is settled completely.
- G. Prior to the 30 workdays garnishment, the Travel Department will generate three email notifications regarding the unresolved outstanding debt to the traveler on or around the 10th, 20th, and 29th workdays upon return to headquarters.
- H. If the travel advance results in payroll garnishment, then the traveler will not qualify for future travel advances.
- I. Departments need to attach the signed Cash Advance Signature Page when submitting a Cash Advance request. The Cash Advance request will be sent back if one is not provided.

11. Non-Employee Travel Expenses

- A. The travel expenses of non-employees (e.g., students, prospective employees, speakers, consultants) are reimbursed when required by authorized contractual agreement or when approved by the responsible organizational unit head. Reimbursement is made in accordance with the directives and procedures stated herein. The University does not generally reimburse travel expenses incurred by a spouse. Any employee who travels with a spouse is expected to pay for all incremental costs associated with the spouse's travel including transportation costs; additional lodging expenses; meal expenses; and any registration fees. Instructions for setting up non-employees for travel reimbursement can be found on the Human Resource website. The non-employee travel request form should be used.

12. Foreign Travel

- A. An Administrative Memo issued by the Provost requires students, faculty and staff who are traveling abroad to register all UF business related international travel with the UF International Center. Please visit the University of Florida International Center website for information regarding foreign travel.

- B. All foreign travel must have a Travel Authorization established in the Travel and Expense Module.
- C. Travel to a terrorist state shall not be allowed on State funds. Currently, the U.S. State Department assigns that designation to four countries: Iran, North Korea, Sudan and Syria. Regarding travel to Cuba, please view the UFIC Cuba Travel website to reflect the many changes that are occurring with respect to Cuba travel. You first must register in UFIC's Travel Registry and submit the UF Travel to Cuba: Acknowledgement of Compliance with Regulations form (link to both can be found on the above website).
- D. The University may reimburse authorized travelers for foreign travel based on the current rates as specified in the Federal Travel Regulations. These regulations are made up of three components: lodging, meals and incidental expenses.
- E. Lodging – A maximum lodging allowance is provided for each country in the rate schedule that can be found at Foreign Per Diem Rates. Exceptions can be made with appropriate justification. Receipts must be provided to support the cost of all lodging for reimbursement up to the prescribed maximum. Lodging costs which exceed the maximum allowable are acceptable if the traveler stays at the conference hotel.
- F. A meal allowance for each meal. A breakdown of Foreign Per Diem Rates at the link above, between breakfast, lunch, dinner and incidentals can be found at M & IE Breakdown. Rates for foreign travel will be paid at the foreign meal allowance rate from the time the traveler leaves his or her headquarters, unless the traveler spends the night in an alternate U.S. location. Foreign travel rates would also be used upon the return trip until the traveler returns to headquarters, unless the traveler spends the night in the U.S. before returning to headquarters. Domestic travel rates would then be used. Rates for foreign travel shall not be claimed for any quarter (see section 9.A.3 for a definition of quarters) in which domestic meal allowances or per diem is claimed. Foreign meal allowances are paid at the rate based upon the location for which lodging occurs.
- G. An allowance for incidental expenses. The university does not reimburse a traveler for incidental expenses based on a per diem basis but only actual expenses incurred. The incidental rate displayed in the M & IE Breakdown above should not be used and actual expenses should be claimed. Incidental expenses must be supported in accordance with University travel regulations. No receipts are required for meal reimbursements.
- H. If claiming per diem during foreign travel instead of actual lodging expenses incurred up to the maximum as stated in D (1) above and instead of the meal allowances as stated in D (2) above, the total per diem rate will be \$80 per day.
- I. The UF Travel Office has established a program to assist departments with paying some foreign travelers that are coming to the university to ensure payment is received before departure by the visitor. It is allowed in situations where payment could not be made by any other means or would bring hardship to the visitor. The department will need to complete a travel authorization and then submit the Foreign Visiting Traveler Payment Form to the UF Travel Office. Please follow the guidance on the form. Submit the completed form to the UF Travel Office. If you have any questions please contact us at 392-1241 or travel@ufl.edu.
- J. When traveling with equipment, check with the Property Office two weeks before traveling with equipment outside of US to avoid any export licensing issues. Best practice for international

travel with a laptop is to not have specialized software installed and to not contain unpublished data or research.

- K. When preparing the Travel Expense Report, amounts will be entered in U.S. dollars. If receipts are in a foreign language and currency, each item should be identified and the rate of exchange for conversion to U.S. dollars (USD) should be noted. The applicable USD exchange rates are those rates which are in effect the day the transaction occurs, for example the day a hotel bill is paid. Primary sources for these rates are The Wall Street Journal, banks, currency exchange receipts provided by the traveler and on the OANDA website.
- L. Asset Management—When traveling with equipment outside the United States submit a foreign travel request for equipment on the Asset Management website as soon as the traveler is aware of a trip outside of the United States, to avoid any export licensing issues.

13. Direct Payment of Expenses by the University

- A. Direct payment of travel expenses may be made for travel expenses by using the UF PCard or utilizing an unencumbered voucher in the Accounts Payable module (see Disbursements Directive for Processing Unencumbered Disbursements).

14. Requirements for Reimbursement of Expenditures by Physically Handicapped Travelers

- A. When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized, and the excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary to the safe travel of that individual.
- B. All such claims for reimbursement of excess travel expenses must be submitted with sufficient documentation.
- C. A physically handicapped person needing special travel considerations must submit a request for such special needs through the Americans with Disabilities Act Office, EHS Building 179, and Newell Drive.

15. Workers' Compensation for Injuries Incurred During Travel

- A. University travelers are eligible for worker's compensation benefits during periods of travel which are necessary to perform the official business of the University. Travelers are not eligible for worker's compensation benefits during activities which deviate from the normal course and scope of the official business, such as vacations or personal enterprise, even though the activities may be combined with periods of travel for official business.

- B. Claims and inquiries regarding worker's compensation benefits should be directed to Unemployment and Worker's Compensation, Human Resources.
- C. Travel authorization requests provide substantiating documentation which may be useful in the verification of claims.
- D. Failure to comply with university motor vehicle regulations, such as speed limits and use of seat belts, may result in reduced workers' compensation benefits should an accident occur while on official business.

16. Travel Expenses with Foundation Funds

- A. As of July 1, 2004, the University of Florida (UF) and the University of Florida Foundation, Inc. (UFF), a direct support organization (DSO) of UF, entered into an agreement regarding expenditures of UFF funds held for the use and benefit of UF and the processing of such funds through UF's Travel and Expense Module.
- B. Departments must follow all UF business processes when expending DSO monies including all UF Travel Directives and Procedures for travel reimbursements, including pre-approval of travel. No UFF funds may be used for first class travel.
- C. There are four basic criteria which determine the legitimate use of UFF funds for travel:
 - The use must be reasonable and benefit the University of Florida.
 - The use must fall within the donor's intent for the gift.
 - The use must not jeopardize UFF's tax-exempt status.
 - The use must comply with all applicable University regulations.
- D. All travel-related expenditures with UFF funds should be entered through the Travel and Expense Module. UF faculty and staff who are entertaining prospective donors, job candidates or dignitaries should charge those costs to an entertainment expense account through the Accounts Payable Module. The actual costs of meals and other related entertainment expenses may be reimbursed if reasonable, properly documented and justified.

17. Tax Exempt Status

- A. Tax Exempt Status – The University of Florida is a tax-exempt organization. When traveling in the State of Florida, travel expenses in the name of the University (paid with UF PCard or UF Accounts Payable check) should not be assessed taxes. Travelers will need to request that taxes be removed from the bill. Most vendors will want a copy of UF's Certificate of Exemption.

18. Timeliness of Travel, Entertainment and Employee Reimbursements

- A. Internal Revenue Service (IRS) Publication 463 provides requirements that must be met for employee reimbursements to be considered non-taxable. The University of Florida must comply with these requirements to ensure the tax-exempt status of the University's employee reimbursement plan is not jeopardized. The University is standardizing the expense reimbursement process to address the timeliness of reimbursements and match the requirements detailed by IRS Publication 463 for all employee reimbursements. 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:

- B. 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.
- C. All expenses must have a business connection and been incurred on behalf of the University or Direct Support Organizations.
- D. 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.
- E. Timeliness of Travel Advance Settlements
- F. Per the State of Florida Disbursements Guide, any traveler who have received a travel advance must complete a travel reimbursement form and submit it to the University within 10 workdays of the traveler's return. Employees must return any excess reimbursement or allowance within a reasonable time. Defined by the State of Florida Disbursements Guide, these items should be accounted for within 10 days after the expenses were paid or after the date of return from travel and no later than 30 days after the expense was paid or incurred.