

Domestic Travel Checklist:

- ❖ Submit the TA to Erica Williams 4-7 business days in advance to conference or meeting.
- ❖ Provide Erica Williams with a blank registration form, agenda, or a program before the conference and/or meeting you are attending.
- ❖ For PCard only: please get a tax exemption form for traveling in state (ex. traveling for UF business, hotels should not charge you taxes). Please see Erica Williams for a copy of this form.
- ❖ Before the travel, submit the PCard receipts to Deana Williams through the ABE PCard submission form. After the travel, submit all receipts (both PCard and personal), and the travel reimbursement request to Erica Williams after the trip. Please make sure to select Domestic as the type of travel.
- ❖ For PCard only: provide the same account number to Deana Williams and Erica Williams? (Ex. If a registration fee or airfare, etc. was paid on one account for the PCard charge, then provide Erica with the same account). *if the account will be changed please notify Deana Williams, Erica Williams, and Max Williams.
- ❖ Put all the expenses in the correct column (PCard or Personal), and include everything you will be reimbursed for on the travel reimbursement request. (Ex. Meals, parking, tolls, and map mileage). Please make sure to note the incidentals.
- ❖ If map mileage is claimed, please provide Erica Williams with the route that was taken (ex. home to destination and destination back to home).
- ❖ For car rentals: if you rent a larger size vehicle, please send a list of the passenger names, and a justification as to why you rented a car. Just a reminder if enterprise or national car rental is not available, please screenshot this message and send it to me. I will send it to travel to receive approval for renting with an outside vendor of UF.
- ❖ If a receipt does not state a zero balance, proof of payment (credit card statement) will be required.
- ❖ The travel authorization, travel reimbursement request, expense reimbursement request, and the PCard online submission can be found on our website under ABE administrative forms <http://www.abe.ufl.edu/uf-resources/admin-forms.shtm>
- ❖ Any questions contact Erica Williams at ericashawn@ufl.edu