

Foreign Travel Checklist

1. Foreign Travel is to be submitted to June Kraus
2. Travel Authorization (TA) forms are to be submitted 4-7 business day in advance of travel.
3. Cash Advances: Please submit TA 2 weeks in advance if a cash advance is required.
4. P-Card Purchases: The P-card purchase forms are required to be used for all p- card purchases, see ABE website at www.abe.ufl.edu, bottom left corner. Fill in the pertinent information, related to travel- select yes, type of travel; select foreign, scan p- card receipts to a file and upload file onto the p-card form, submit. Invoices will be sent to the p-card reconciler and the appropriate travel processor.
5. Travel Reimbursement forms are to be filled out correctly: Name, UFID, purpose of travel, location of travel, etc. List each expense by the date of expense, list form of payment in the p-card or personal expense column at the right hand side of form. Please write personal expense or P-Card on each receipt, with explanation of expense.
6. All receipts pertaining to the travel are to be submitted along with a Travel Reimbursement form. This includes P-Card & personal expenses.
7. Requirements for Registrations fees: travel must provide a blank registration form, paid registration fee receipt, and a conference itinerary.
8. Meal Allowances: mark an X on the days and meals you will be reimbursed. The meals are converted by processor from the allowed foreign meal rates.
9. If map mileage is claimed, please provide the route from google maps (home to airport and airport to home).
10. If you have question you can contact June Kraus at ljk@ufl.edu