

A QUICK GUIDE FOR SUBMITTING TRAVEL FORMS

Travel Authorizations should be submitted for all types of travel due to insurance purposes

The Travel Department requires a Travel Authorization to be submitted for the following types of travel:

- All conferences
- Registration Fees
- Foreign Travel

When Submitting Reimbursements registration fees must have the following attached:

- Proof of payment (even if paid on someone else's p-card)
- Breakdown of charges
- Copy of registration form
- Copy of agenda or itinerary

Invoices must show paid in full with payment amount and form of payment

- P-card payments must be attached to reimbursement, no matter who's p-card was used
- Airfare must include ticket number, price, form of payment and payment amount
- Lodging Invoices: 2 people in a room, explain if the second person was employee or non-employee. If employee write the name of the employee on the reimbursement form
- If sharing a rental car: always indicate who you rode with and who rented the car
- Enterprise Rental car can only be used for travel within the State of Florida
- Avis Rental Car is to be used for all domestic travel within the continental U.S., Contract # A113400 (this includes all visitors to the UF)

Avis Rental cars paid on a p-card for travel within the State of Florida: please use the Sun Pass lane because all Avis Cars are equipped with a transponder and the UF is automatically charged for the price of the toll

Traveling within the U.S. (Domestic Travel): you are permitted one day before and one day after purpose of travel

Foreign Travel: you are permitted 2 days before and 2 days after purpose of travel

PER DIEM RATES:

Domestic Travel: 6, 11 & 19

Foreign Travel: This is to be determined on an individual travel basis (see travel person)

For more detailed travel procedure information please go to the Finance & Accounting website and look under Travel, Directives and Procedures.