**A QUICK GUIDE FOR SUBMITTING TRAVEL FORMS**

**The TA is to be submitted through a Jot Form- in the Travel section- on the ABE Website** [**www.abe.ufl.edu**](http://www.abe.ufl.edu)

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

* All conferences
* Registration Fees
* Foreign Travel
* Overnight travels

**TA’s must include the following information:**

* Traveler’s Name
* UFID
* Destination
* Dates of Trip
* Purpose of Travel: Name of Conference or meeting
* Benefit to State
* Expenses listed in either personal or P-card
* Account number to charge the expenses to
* If taking any equipment (Lap Top included) with a UF decal, you are required to submit a Foreign Travel request form 7-10 days before the travel at <https://myassets.fa.ufl.edu/ext/#/home>

**Travel Reimbursements Request (TRR) forms are to be submitted through a jot form- under the travel section on the ABE website** [**www.abe.ufl.edu**](http://www.abe.ufl.edu)

**When Submitting a TRR with a registration fees following must be included:**

* Paid Registration fee (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, showing payment amount and form of payment, zero amount due**

* P-card payments must be attached to reimbursement, no matter whose p-card was used
* Airfare must include ticket number, price, form of payment and payment amount
* Lodging Invoices: Must show room rates, total paid and zero amount due. If 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
* UF has a state contract with Avis and Budget Car Rentals for both in-state rental and out of state rental. The approved vehicle class is Compact for state agency business use rentals, unless upgraded by AVIS/Budget at no additional cost. When reserving a car for business use, reference account code: Avis- A113400 and Budget-T417600. For personal use reference codes; Avis-S954700 and Budget-T118900.

**Avis or Budget Rental cars paid on a p-card for travel within the State of Florida:** please use the Sun Pass lane because all Avis and Budget 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: Breakfast-$6, Lunch-$11 & Dinner-$19

Foreign Travel: This is to be determined by the country and city- See Admin Staff

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