

A QUICK GUIDE FOR SUBMITTING TRAVEL FORMS

Travel Authorizations should be submitted for all travel due to insurance purposes. Please submit TA's 4-7 days prior to your trip. If a trip is scheduled last minute, please get the TA in as soon as possible to ensure it is approved in time.

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

- Domestic Travel
- Foreign Travel

When submitting Travel Reimbursements registration fees must have the following attached:

- Proof of payment (even if paid on someone's PCard)
- Breakdown of charges
- Copy of blank registration form (if traveler cannot retrieve a blank registration form, the traveler must contact the conference host and request for an email with details for paid registration.)
- Copy of agenda or itinerary

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

- PCard payments must be attached to reimbursement, no matter who's PCard was used.
- Airfare must include ticket number, price, and payment amount. If ticket does not say paid in full, please provide a bank statement as proof of payment (transaction last four of card number and name is the only information needed on this statement).
- Lodging invoices: if there are two people in a room, explain if the second person was UF employee or non-employee. Write the name of the second guest on the reimbursement form.
- If sharing a rental car: always indicate the names of the passengers, the name of the person that purchased the rental, and the name of the person that purchased the gas.
- A traveler can rent a car from both National Car Rental and Enterprise Car Rental. If there is no rental car available, contact the office to receive permission from the travel department to purchase from another company.

Enterprise Car Rental paid on PCard: Please use the sun pass lane.

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:

\$80 per day include lodging and meals together.

MEAL RATES:

Domestic Travel: \$6, \$11, \$19

Foreign Travel: This is to be determined on an individual travel basis (see June Kraus for foreign travel questions).

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