

A QUICK GUIDE FOR SUBMITTING TA's and a TRR FORM

The UF Travel Department requires:

A Travel Authorization (TA) to be submitted for the following types of travel:

- Overnight In-State
- Overnight Out of State
- Foreign Travel
- Cash advances

Travel Reimbursement Request (TRR) forms are to be filled out completely before submitting:

- Name of Traveler, UFID Account to charge
- Purpose of Travel (Name of Conference or who you are meeting with for research collaboration)
- Date of Travel
- Beginning Time and Ending time of travel
- Location of travel, if going to different locations, list location by dates

Attach all p-card receipts and receipts paid with personal funds. List expenses by date, and by type of expense at the far-right side of the form. If meeting with research collaborators, correspondence between you and the collaborators must be submitted with TRR, to prove it is UF business.

Reimbursement of registration fees must have the following attached:

- Paid Registration fee Receipts with Proof of payment (even if paid on someone else's p-card)
- Registration form that shows a breakdown of what the fee is paying for
- Copy of agenda or itinerary

Invoices must show paid in full, payment amount and form of payment. You are not allowed to have someone else purchase your expenses on their personal credit card and expect to be reimbursed.

- P-card payments must be attached to reimbursements, no matter whose p-card was used
- Airfare must include ticket number, price, form of payment and payment amount
- Lodging Invoices must show \$0 balance, with form of payment. If 2 in a room, you must list the name of the person and if they are a UF employee
- Rental Cars: When renting a car; all travelers are required to use Enterprise or National Rental car. No larger than a compact size car is permitted. Reference the state account #43A3255

Rental cars paid on a p-card for travel within the State of Florida: please use the Sun Pass lane, all Enterprise and National rental 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 conference and one day after. If you leave more than 1 day before the conference or meeting you are required to get a flight comparison at the time you are booking your flight, to show the cost of 1 day before and 1 day after the conference or meeting

Foreign Travel: you are only permitted 2 days to travel before a conference or meeting and 2 days of travel after. If you leave more than 2 day before the conference or meeting, you are required to get a flight comparison at the time you are booking your flight, to show the cost of 2 days before and 2 days after the conference or meeting

PER DIEM RATES:

Domestic Travel: Breakfast \$6, lunch \$11 & dinner \$19

Foreign Travel: Determined by location (see administrative staff who processes travel)

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