Travelers Guide

University Travel Services
(352)392-1245 Phone
(352)392-0081 Fax
Trip Preparation

Travel Authorization (TA)
All travel should be approved in advance. A formal travel authorization (TA) must be completed for the following:
- Conference / Convention
- Foreign travel
- Registration Fees
- Any trip that requires an advance

*It is best practice to do one TA for each travel occurrence.

Registration Fees
Registration fees require:
- Proof of payment
- Breakdown of charges
- A copy of the registration form
- A copy of the agenda

Registration may be paid by the following:
- Travel reimbursement
- UF Purchasing Card
- As an unencumbered voucher through Accounts Payables

Transportation:
- Airline, Train, or Bus may be paid for in the same manner as the registration
- Traveler is to use the most economical means of transportation
- Only coach/economy is allowed on flights, trains, or bus, unless more than 9 hours of continuous travel.
- AVIS is the state rental car provider and must be used if available. A justification is required if AVIS is not used or a car larger than a compact class “B” is rented. The AVIS rental contract number is A113400. The University may also pay rental cars by completing an ACTO (Avis Company Travel Order) on a Request for
University Transportation form. When paying for a rental yourself, an itemized copy of the rental agreement is required for reimbursement.

- Gas receipts must be kept and turned in for reimbursement on the expense voucher.
- Occupants must wear seatbelts and observe posted speed limits when traveling on official university business.
- Car rental for visitors and employees under age 25 MUST get an ACTO. Lack of knowledge is NOT a justification.

AVIS

Mileage for private auto:
The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized. Mileage shall be computed on the basis of the current map of the Department of Transportation and reimbursed at 44.5 cents per mile. Vicinity mileage necessary for the conduct of official business is allowable but must be shown separately.

Per Diem (Domestic and Foreign):
A traveler may elect to receive $50.00 per day instead of the meals allowance and actual lodging. No receipts are required for Per diem.

Meals (Domestic and Foreign):
GSA rates apply:
Breakfast: When travel begins before 6am and extends beyond 8am
Lunch: When travel begins before 12 noon and extends beyond 2pm
Dinner: When travel begins before 6pm and extends beyond 8pm
* GSA rates are located at:
www.bridges.ufl.edu/travel/

**CLASS C MEALS ARE NOT ALLOWED:**
Class C meals are trips that are less than 24 hours with no overnight stay

**Lodging:**
Receipts are required for lodging. Actual expenses for lodging are to be substantiated by paid bills itemizing the room rate and taxes. If you share a room with a person not on University business, you must provide documentation of a single room rate. If the other person is a University employee, a copy of their expense report must accompany your travel expense report.

**Communication Expense:**
Communication expense incurred while conducting University Business including telephone, wire, computer use, and/or fax expenses require receipt. These items must be for business use and not the traveler’s personal use (i.e. a call home)

**Travel Advances:**
A traveler shall not have more than one advance. The advance must be settled no later than 10 workdays from the travel ending date. If not settled within 30 workdays, UF will garnish a traveler’s wages through Payroll. The traveler may make payment arrangements for a garnishment until the cash advance is settled. If the travel advance results in payroll garnishment, then the traveler will not qualify for or future travel advances.

**After the trip:** Prepare a Travel Expense Report and obtain appropriate signatures, attach proper documentation and forward to PO Box 115350, 114 Elmore Hall, Gainesville, FL 32611-5350 for processing.
Remember, the following items must be attached to the Travel Expense Report, if applicable:

- Registration form with breakdown of charges, form of payment, and agenda
- Traveler’s copy of airline, train, or bus ticket showing method of payment.
- Itemized copy of rental agreement for the rental car. A letter of justification is required when not using a compact car and/or not renting with Avis.
- Excess of 30 day per diem form- If travelers are gone for more than 30 days.

### Are receipts required?

<table>
<thead>
<tr>
<th>Item</th>
<th>Required</th>
<th>When using GSA rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>No</td>
<td>$25 or less</td>
</tr>
<tr>
<td>Taxi</td>
<td>Yes</td>
<td>Over $25</td>
</tr>
<tr>
<td>Valet Tips</td>
<td>No</td>
<td>$1 allowed</td>
</tr>
<tr>
<td>Portage Tips</td>
<td>No</td>
<td>$1 per bag; 5 bags max per instance</td>
</tr>
<tr>
<td>Taxi Tips</td>
<td>No</td>
<td>15% and &lt; $25</td>
</tr>
<tr>
<td>Taxi Tips</td>
<td>Yes</td>
<td>15% and &gt; $25</td>
</tr>
<tr>
<td>Gas</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Laundry</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Chartered</td>
<td>Yes</td>
<td>Cost comparison to a commercial ticket</td>
</tr>
<tr>
<td>Airfare</td>
<td>Yes</td>
<td>Same as airfare</td>
</tr>
<tr>
<td>Train/Bus</td>
<td>Yes</td>
<td>Must rent Class “B” unless a justification for a larger car is</td>
</tr>
<tr>
<td>AVIS</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Mileage       No       provided
Vicinity Mileage No       Must show miles claimed
Communication Yes      Show to and from and justify miles > 100
Per Diem      No       Type and amount $50 per day in lieu of meals & lodging
Safe          Yes      Only paid if mandatory by hotel
Lodging       Yes      Single occupancy. Meet GSA guidelines. If not, requires justification
Misc          Yes      Must show need & benefit to the university
Parking       No       When instance is $25 or less
Parking       Yes      When instance is more than $25
Tolls         No       When instance is $25 or less
Tolls         Yes      When instance is more than $25

All items requiring receipts must accompany the Travel Expense Report. This includes items paid with a UF PCard. Any item not listed above requires a receipt, justification and benefit to the university.

Foreign Travel
- Same rules apply except AVIS contract is not valid
- Provide conversion rates with the Travel Expense Report
- Different GSA Rates apply

For more information, go to the web site: http://fa.ufl.edu/travel