Travel Manual

Finance & Accounting
Web site: http://www.fa.ucf.edu

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INTRODUCTION

This travel manual has been prepared to familiarize university employees with the travel provisions of Florida Statute 112.061, the Florida Administrative Code and the policies of the University of Central Florida. It is the responsibility of the department to inform all travelers (employee and non-employee) who will seek reimbursement from the university of the various travel requirements.

All facets of travel are to be by the most efficient and economical means. Travel reimbursement vouchers are processed by Finance and Accounting (F&A) in compliance with Florida laws and the policies and procedures of the University of Central Florida. Additional documentation and/or justification may be required to support reimbursement of expenses claimed. F&A may make positive or negative adjustments to reimbursement requests, as necessary, to comply with the applicable statutes, policies, and procedures.

If the receipts described in the manual are unavailable, other forms of back-up may be permissible with justification so that reimbursement of the expense can still take place. F&A will make all reasonable efforts to approve reimbursement to the traveler.

TRAVEL REIMBURSEMENT SUMMARY

TRAVEL AUTHORIZATION

- All travel should be approved by the traveler’s supervisor (and the principal investigator for projects) before any expenses are incurred.
- The travel purchase order should be completed in the traveler’s name or that of the group leader if group travel is involved.

30-DAY RULE (see exhibit M for sample memo)

- Employee travel for more than 30 days to a single location requires provost approval.

50-MILE RULE

- An overnight stay within 50 miles of the traveler’s headquarters or home (whichever is closer to the destination) cannot be reimbursed without the written approval of the provost.

AIRFARE

- Airline tickets should be economy or coach class, including all reasonable costs associated with economy and coach class, and a paid receipt should be submitted.
- A traveler is allowed up to three hours before a flight as travel time to the airport and up to two hours after a flight as travel time home for both domestic and foreign travel.
- UCF business should begin the day of or the day after the traveler arrives at his or her destination. The traveler should return to headquarters the day of or the day after business ends.
- If a flight change occurs, the original itinerary and the revised itinerary should be submitted to F&A to support any change fees or monetary changes in airfare.

TRAVEL ADVANCES

- Travel advances can be obtained by employees to cover 80% of their meals and lodging cost for a trip over 5 days in length, if needed.
- Reimbursement for a trip that included a travel advance is required by Florida Statute to be submitted within 10 business days after completion of the trip.

MEALS

- Meals are paid at the following rates: Breakfast $6, Lunch $11, and Dinner $19 (no receipts are required). In order to be paid meals, the trip has to be an overnight trip or longer. Day trip meals are not reimbursed.

HOTELS

- Hotel rooms should be paid at the single room rate and should have an itemized bill showing payment to be reimbursed. Room rates should be reasonable for the area of the country in which the traveler is visiting.
- Normally, a limit of $200 per night applies to cities in the United States, unless a conference hotel is used. Foreign per diem rates apply to hotels in foreign cities.

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

PER DIEM

- For domestic travel, in lieu of meals and lodging, a traveler may be paid a straight per diem rate of $80.00
for the day with no receipts.

**GROUND TRANSPORTATION**

- Rental cars should be obtained through the UCF Avis contract. A compact car should be rented unless a justification for a larger car is sent in with the reimbursement.
- Mileage is paid at the rate of $0.445 cents a mile when the traveler’s personal vehicle is used. If the traveler chooses to drive, the amount of mileage reimbursement will be limited to the amount it would have cost to fly.
- If a family member drives the traveler to the airport in the traveler’s personal vehicle, round-trip mileage and tolls from the traveler’s home to the airport is permissible.

**INCIDENTAL EXPENSES**

- Taxi, toll, and parking over $25.00 per occurrence require a receipt.
- Tips for taxis will be reimbursed at a rate of 15% of the cost of the taxi ride.
- Baggage tips for skycaps and bellman can be reimbursed at a rate of $1.00 per bag, up to 5 bags.

**CONFERENCES/SYMPOSIAIMS**

- Registrations that include additional events may be allowable with an explanation as to why it was beneficial to the university for the traveler to attend.
- A traveler attending a conference should send in the following items with his or her reimbursement request: a registration form; a receipt showing payment of the registration; and the agenda or conference information showing where the conference is taking place, the days of the conference, and what is included in the cost of the registration.
- The traveler cannot claim meals or lodging included in the registration fee.

**NON-ALLOWABLE ITEMS**

- Items that are not reimbursable:
  - Personal travel insurance
  - Rental car insurance options (if other than Avis is used, traveler should get Collision Damage Waiver insurance (CDW))
  - Personal telephone calls and non-business Internet service
  - Personal expenses
  - Gas for traveler’s personal vehicle (covered by mileage reimbursement)
  - Travel costs between home and official place of work
  - Fines for parking or traffic violations
  - Room service
  - Movie rentals
  - Alcoholic beverages
  - Loss or damage to personal items
  - Tips to hotel cleaning staff
  - Travel to countries deemed a State Sponsor of Terrorism (for a list of countries, see [http://www.state.gov/s/ct/c14151.htm](http://www.state.gov/s/ct/c14151.htm))

**PART B**

**OUTLINE OF PROCEDURES**

The following is an outline of steps that should be followed in preparation for a trip and subsequent reimbursement of travel expenses.

1. Make sure to obtain provost approval for employee travel more than 30 days to a single location or travel within 50 miles of headquarters prior to initiating the travel requisition. (See exhibit M for sample memo)

2. Prepare a requisition for a travel purchase order utilizing the UCF Financials/PeopleSoft online requisition process. See either Exhibit A for a flowchart on initiating a travel requisition or Addy Notes on the F&A Web site ([http://www.fa.ucf.edu](http://www.fa.ucf.edu)).

3. Purchase airline tickets and make lodging reservations (if applicable).
4. Prepare an Invoice/Payment Transmittal, Form 41-909, for advance payment of registration fees (if applicable).

5. Prepare a travel advance (if travel is more than five days and when authorized).

6. Reserve a rental vehicle from AVIS (if applicable).

7. If a Voyager gasoline credit card will be needed (these cards are for use only with UCF vehicles), an authorized employee should go to http://www.fa.ucf.edu/Forms/Travel/41-963.pdf and fill out the Voyager request form. Once the form is completed, send the original to Albert (Bert) Francis in F&A. It usually takes from five to seven working days for the card to be received in F&A from Voyager. You will be notified when the card is available to be picked up at the travel office. Each card is assigned to a specific university vehicle and should be used only for that vehicle. It is to be used to purchase gasoline only at facilities that accept Fleet credit cards. Most large station chains accept Fleet cards.

8. Once travel is completed, prepare the Voucher for Reimbursement of Traveling Expenses (Reimbursement Voucher).

9. Submit Reimbursement Voucher and supporting documents/receipts to F&A, Travel Section, for processing.

PART C

TRAVEL PURCHASE ORDER

1. **DEFINITION.** The Travel Purchase Order is the university's formal document for approval to incur travel expenses. Prepare a requisition for a Travel Purchase Order utilizing the UCF Financials/PeopleSoft Online requisition process. The Travel Purchase Order should be made payable to the traveler. All anticipated costs associated with the travel should be included in the amount requested. A Travel Purchase Order is not required if there will be no expense to the university. The use of more than one department/project is permissible for an individual trip PO or a group PO, but there should be only one Travel Purchase Order per trip. The department is required to certify at the time the requisition is created that the supervisor’s approval (and the principal investigator for projects) for the trip has been obtained.

2. **TIME OF REQUEST.** Purchase Orders not obtained on or before the travel date commences should include justification as to why the request is after the fact.

3. **THREE TYPES OF TRAVEL PURCHASE ORDERS.**
   a. **Blanket purchase order.** A blanket purchase order may be set up when an employee performs numerous trips to the same destination or for vicinity travel in the State of Florida. A blanket purchase order may be set up for a fiscal year or shorter period; however, all blanket POs will expire at the end of the fiscal year (June 30) or, in the case of grants/projects, on the date that is specified. A blanket travel purchase order should be for a minimum of $100.00 and should be assigned to a single department/project number.
   
   b. **Individual trip purchase order.** An individual trip purchase order is for a one-time trip for one individual. A trip consists of travel from headquarters to destination(s) and return to headquarters.
   
   c. **Group purchase order.** A group purchase order will cover a one-time trip for two or more individuals traveling at the same time to and from the same location for the same purpose.

4. **TRAVEL CATEGORY CODES.** Category codes should be entered for each line of the travel requisition and should match the expense type.
### Category Code | Description
--- | ---
99007001 | Registration
99007002 | Airfare
99007003 | Hotel
99007004 | Travel Advance
99007005 | Meals
99007006 | Per Diem
99007007 | Mileage
99007008 | Car Rental
99007009 | Parking
99007010 | Taxi/Tolls/ Shuttle
99007011 | Business Commun./Internet
99007012 | Training Matl./ Exhibit Matl./ Presentation Matl.
99007013 | Passport/Visa/Immunizations/Conversion Fees

5. **ENCUMBRANCE.** The system will encumber (or hold) the amount of the PO to ensure availability of funds for reimbursement of expenses incurred. If the PO is no longer required, an e-mail should be sent to the travel payable processor to close it. Any monies not spent will revert to the respective department/project.

6. **CHANGE ORDER.** If money needs to be added to a blanket travel PO or if an expense type or an additional department or project number needs to be added to any type of travel PO, a change order should be initiated by the department. In the description field of the new requisition, please note “Change Order to PO number (the number of the PO that money will be added to).” A change order to an already closed PO is not possible. The travel payable processor may add a line to the voucher to expedite payment rather than delay the travel reimbursement process.

### PART D

**TRAVEL ARRANGEMENTS**

1. **AIRFARE/COMMON CARRIER.** Airline tickets can be obtained by contacting the airline directly, using the airline Web site or by utilizing one of the many travel Web sites such as expedia.com, travelocity.com, cheaptickets.com, and orbitz.com. Airline tickets should be economy or coach class tickets.

   **Reservations.** The department/traveler should verify the information on the airline ticket and itinerary to make sure that dates, cities, times, and other relevant information is correct.

   **Upgraded Airline Tickets.** Travelers preferring to secure upgraded accommodations should pay the difference between the non-refundable economy/coach rate and the upgraded rate. The cost of an upgraded ticket cannot be reimbursed unless justified in detail and approved by F&A.

   **Changing or Canceling Airline Tickets.** Once a ticket has been purchased using university funds, it is the responsibility of the department/traveler to check with the airline for its policy on changing travel dates or canceling the ticket. Any cost incurred to UCF for changes to an airline ticket should be justified. If a trip is canceled, the traveler is to return all unused airline tickets purchased by UCF to the department with a memorandum explaining the cancellation of the trip. The traveler should submit both the original and revised ticket itineraries and receipts with the reimbursement request.

   **Receipts.** A copy of the airline ticket itinerary giving dates and times of arrival and departure as well as a receipt showing payment should be attached to the reimbursement voucher sent to F&A.

2. **VEHICLE RENTAL/AVIS.** The State of Florida has a contract with AVIS, and AVIS should be the rental agency of first choice. This contract is only applicable for renting from AVIS in the continental U.S. SUVs and 12-15 passenger vans are not part of our contract, but they may be used under limited circumstances with sufficient justification from the department.
IMPORTANT NOTE REGARDING AGE: When renting from AVIS, if the driver of the vehicle is under 25 years of age, that person (per UCF’s contract with Avis) must be the renter and the rental is required to be paid for with a UCF PCard. An individual 25 years of age and over can be an additional driver, but an individual under 25 years of age cannot be an additional driver.

Reservations. When making a reservation, specifically request for the State of Florida contract rates by using AWD number A113400 or UCF AWD number B113400. To assure class B vehicles are reserved, the request should be by vehicle class rather than vehicle make and model.

Avis Wizard Number. To have an AVIS Wizard number assigned to a UCF PCard, e-mail the request to TRAVELFA@mail.ucf.edu and furnish the complete name of the PCard holder. Do not give the PCard number. A department’s UCF PCard holder, by using the AVIS Wizard number assigned to the card, can make a reservation for an employee traveler who does not have a PCard and for a non-UCF employee traveler as well.

Avis Vehicle Classes. Under normal travel conditions, the vehicle sizes listed below should be used. If there is a deviation from the size chart, a justification should be submitted with the reimbursement voucher. University regulations do permit exceptions for medical reasons (on a case-by-case basis). A memorandum of approval from the UCF Equal Opportunity & Affirmative Action office should be attached to the RV.

**VEHICLE CLASSES:**

| Subcompact | 1(A) 1 – 2 travelers |
| Compact    | 2(B) 1 – 2 travelers |
| Intermediate | 3(C) 3 – 4 travelers |
| Full       | 4(E) 5 travelers     |
| Mini Van   | 5(V) 5 – 7 travelers |
| Regular Van| (P) 8 + travelers    |

**AVIS VEHICLE CLASS CODE:**

- ECAR
- CDAR
- IDAR
- FDAR
- MVAN

SUVs and 12-15 passenger vans are not part of our contract. You are highly encouraged to contact Risk Management (3-6300) before renting a vehicle of this size.

Reference number: State of Florida AWD number A113400 or UCF AWD number B113400
Account Service Representative: Dianna Dinkins, 1-800-525-7521 Ext. 1149

Collision Damage Waiver (CDW). A traveler may not be reimbursed for accepting CDW when using the State of Florida contract, as this coverage is included in the contract. When circumstances require use of another vehicle rental agency, CDW should be accepted if this coverage is not included in the rental agreement.

The State of Florida AVIS contract is not applicable for Out-of-Country, Alaska, and Hawaii rentals. When renting from AVIS in other than the continental U.S., the traveler should accept CDW, if available.

Personal Accident Insurance (PAI)/Additional Liability Insurance (ALI). A traveler cannot be reimbursed for this coverage.

**Accidents.** The rental contract includes 100% coverage for all collision damage to vehicles. Promptly take the following action concerning vehicle accidents:

(a) Report accident to rental vendor
(b) Obtain police report
(c) Advise the traveler’s UCF department, who then should advise UCF Risk Management (407-823-0146)
(d) If a UCF employee is injured, contact Human Resources (407-823-2771)

3. **USE OF RENTAL VEHICLES PROVIDED BY OTHER THAN AVIS WHEN RENTING IN THE CONTINENTAL U.S.** This contract does not prohibit the use of rental vehicles that have lower net rates,
inclusive of primary insurance coverage. Insurance should be purchased when vehicles are rented from companies other than Avis.

When Avis cannot provide vehicles, or when due to travel time or distance to the nearest Avis location, it is not cost effective and/or practical to use vehicles from Avis, another agency can be used. UCF requires justification if other than Avis is used.

4. **THE 50-MILE RULE.** A traveler may not claim reimbursement for meals or lodging for overnight travel within 50 miles of the traveler’s headquarters or residence, whichever is closer to the traveler’s destination, unless approved by the provost.

5. **HOTEL ACCOMMODATIONS.** Lodging expenses qualify for reimbursement at a single-occupancy rate and should be substantiated by itemized paid receipts. Lodging rates should be reasonable for the area of the country in which the travel occurs. A traveler may not be paid for more than one lodging expense per night, unless fully justified. Normally, a limit of $200 per night applies to cities in the United States, unless a conference hotel is used. Foreign per diem rates apply to hotels in foreign cities. http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

6. **CONFERENCES AND CONVENTIONS.** A traveler attending a conference should send in with his or her reimbursement request the following: a registration form, a receipt showing payment of the registration, and the agenda or conference information showing where the conference is taking place, the days of the conference, and what is included in the cost of the registration.

7. **REGISTRATION FEES.** An advanced payment of a registration fee to attend a conference, convention, or any other event is frequently required prior to the date of the event. An approved PO is needed before an advance payment can be made by F&A via a university check or by university PCard. The department needs to submit the following documents to the Travel Section at least three weeks prior to the due date for the registration fee to be paid by check:
   - A completed and signed Invoice Transmittal, Form 41-909
   - A completed registration form, including the fee schedule

   If paid by the traveler, the cost of the registration should be included on the travel reimbursement voucher under the incidental expenses column.

   The traveler cannot claim meals and/or lodging expenses included in the registration fee.

   The cost of a meal function or special event not included in the registration fee may be reimbursed if justification for attending is provided.

   If a registration fee is not paid by UCF, a receipt is not required, but a copy of the agenda and general information about the conference should be provided.

**PART E**

**TRAVEL ADVANCES**

1. **GENERAL.** Only UCF employees may request a travel advance.

2. **ADVANCES.** The following are required in order to process a travel advance:
   - The travel should be for a duration of five days or more.
   - A travel advance cannot exceed 80 percent of the estimated meals and lodging expenses that will ultimately be reimbursed to the traveler.
   - A traveler may not have more than one travel advance outstanding at any time.
• Traveler and/or Departmental Responsibilities:
  a. The travel PO and Application for Advance on Travel Expense, Form 41-552, should be submitted to Travel Payables 21 days in advance of the departure date in order to ensure sufficient processing time.
  b. A reimbursement voucher is required to be completed within ten working days after the trip ending date.
  c. If the advanced funds are in excess of the actual reimbursement due the traveler, the excess should be deposited at the Cashier’s Office (Millican Hall, Room 111) within ten working days of the trip ending date.
  d. A copy of the Cashier’s Office documentation and a copy of the Form 41-552 should be attached to the reimbursement voucher.

PART F

VOUCHER FOR REIMBURSEMENT OF TRAVELING EXPENSES

"REIMBURSEMENT VOUCHER"

1. GENERAL. The Voucher for Reimbursement of Traveling Expenses (Form 41-901), commonly referred to as "Reimbursement Voucher” or “RV,” is the university’s official document used to reimburse travelers for expenses incurred while on official travel. The reimbursement voucher should include original receipts (copies, if paid by UCF PCard) for lodging, vehicle rentals, airline ticket, incidental expenses, and a copy of the conference agenda that shows dates and the activities.

2. INSTRUCTIONS FOR PREPARATION OF REIMBURSEMENT VOUCHER. The following are specific instructions for completion of the reimbursement voucher. See Exhibits D, E, and F of the Travel Manual.

   Vendor - Complete name of the traveler.

   Vendor ID number - Vendor ID number of the traveler (For employees, this is EMP followed by the employee’s ID number).

   Headquarters – For employees, this is the city/campus in which the traveler’s assigned office or place of work is located. If the traveler is stationed in another city for a period of 30 continuous workdays or more, such city will become the official headquarters and the traveler will not be allowed to receive further per diem or subsistence unless specifically approved by the provost. For non-employees, their headquarters is their city/state of residence.

   Is Traveler a U.S. Citizen? Mark yes or no as to the status of the traveler’s US citizenship.

   Prepared by - Name of individual preparing this form.

   Phone number - Complete phone number of the preparer.

   Bldg. & Rm - The building name and the room number (not the building number).

   Campus +4 zip - Campus location (example, Main 2210, Daytona 0800).

   Check One – Identify if the traveler is an employee or non-employee during the time period of this travel?

   PO number - The travel purchase order number issued by F&A through the online requisition.

   Dept./Project number - Department or Project number(s) to which the travel expenses will be charged.

   Residence (City, State) - The home city and state of the traveler.
**Date** - Enter the date, including the year, on a separate line for each day that the traveler is away.

**Travel performed from point of origin to destination** - The first line will show the city and state where the travel originated to the traveler's destination. Show the traveler's location each day. The last line will show the city and state where the traveler ended the trip. For example, if a traveler whose headquarters is UCF Main Campus spends three days in Norfolk, VA, and two days in San Diego, CA, starting January 1, this column (and date of column) will look as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2008</td>
<td>UCF Main Campus (Orlando, FL) to Norfolk, VA</td>
</tr>
<tr>
<td>1/2/2008</td>
<td>Norfolk, VA</td>
</tr>
<tr>
<td>1/3/2008</td>
<td>Norfolk, VA to San Diego, CA</td>
</tr>
<tr>
<td>1/4/2008</td>
<td>San Diego, CA</td>
</tr>
<tr>
<td>1/5/2008</td>
<td>San Diego, CA to UCF Main Campus (Orlando, FL)</td>
</tr>
</tbody>
</table>

**Purpose or reason** - Indicate the specific purpose of the travel. The name of organizations, conferences, or conventions should be provided in full. **Do not abbreviate.**

**Hour of departure** - The time of day or night the traveler leaves his/her headquarters to commence travel. When traveling by air, the university allows up to three hours prior to scheduled departure time for travel to the airport.

**Hour of return** – The time of the day or night the traveler arrives back at his/her headquarters to end travel. When traveling by air, the university allows up to two hours after the scheduled landing time for travel from the airport.

**Meals** – In order to qualify for meal reimbursement, travel should be for an overnight or longer stay to a location over 50 miles from headquarters. See PART G of the Travel Manual: PER DIEM AND MEAL ALLOWANCES.

**Per Diem or actual lodging expense** - If claiming the $80 per diem rate, enter the full amount of $80 or fraction thereof as shown in PART G of the Travel Manual. If claiming meals plus lodging, enter the amount of lodging for each day.

**Map mileage claimed** – Mileage between cities may be obtained from the Internet using a Web site [http://www.mapquest.com/](http://www.mapquest.com/) taken from the odometer of the personal vehicle used or taken from the mileage chart in the travel manual (see Exhibit H). Round mileage for each day to the nearest whole number. Enter the total number of miles at the bottom of the column. Multiply the total number of miles by the mileage allowance ($0.445). When the traveler is riding with someone else or using a university-owned vehicle, the traveler is not entitled to a mileage allowance. A traveler will not be reimbursed for mileage or other transportation expenses when the cost of the trip is paid by another source. All travel should be by a usually traveled route.

**Vicinity mileage claimed** – Use this section for mileage to a secondary destination(s) after reaching the primary destination. Example, traveler went from Orlando to Tampa (this mileage is considered map mileage). Mileage while in the Tampa area on UCF business would be considered vicinity miles.

**Other expenses** - Enter incidental expenses paid by the traveler with personal funds. This column should include expenses such as taxi fares, parking, porter fees, tolls, etc. and the cost of airfare and vehicle rental. Identify incidental expenses separately. For additional information about required receipts and reimbursable expenses, see PART I of the Travel Manual.

**Summary total** - Add up each column separately and enter the sum of the columns for Meals, Per Diem or Actual Lodging Expenses, Map Mileage Claimed, Vicinity Mileage Claimed, and Other Expenses.

**Less advance received** - If a travel advance was paid to the traveler, enter the amount of the advance.
Less adjustments - Enter the total amount of any necessary adjustments resulting from non-reimbursable expenses paid using the UCF PCard.

Net Amount due the traveler - Subtract the amounts entered on the "Less Advance Received" and “Less Adjustments” lines from the Summary Total and if a positive amount, enter it here. This is the amount that UCF will reimburse the traveler.

Net Amount due university - Subtract the amounts entered on the “Less Advance Received” and “Less Adjustments” lines from the Summary Total and if a negative amount, enter it here. This is the amount that the traveler owes UCF and is to be deposited at the Cashier’s Office. Provide the Cashier’s Office with the Dept./Project number and the six-digit travel expense account code. Submit a copy of the deposit document with the reimbursement voucher.

Statement of benefit to UCF - Enter how the university is benefited by this trip. Do not leave this blank. This is not the same as the purpose of the travel.

Travel performed by common carrier or UCF vehicle - Include in this section date of travel, the airline ticket number, cities traveled from and to, cost of airline ticket, and airline company (abbreviate, if necessary). Also include here the same data for vehicle rentals. If traveler paid for the airfare or the vehicle rental, omit the amount. In those instances, the amount is shown in the "Other Expenses" column. If using a university-owned vehicle, include the vehicle tag number.

3. SPECIAL TYPES OF REIMBURSEMENT VOUCHERS

COMP VOUCHER. A reimbursement voucher is not required when all expenses are paid using the university PCard.

SUPPLEMENTAL VOUCHER. If it is discovered, after a reimbursement voucher has been paid, that an item or items of reimbursement were omitted, a supplemental voucher may be submitted as follows:

(1) Write the words "SUPPLEMENTAL VOUCHER" across the top of the voucher.
(2) Prepare a supplemental voucher with all the basic information as the original voucher. In the monetary columns, list only the charges that were not originally paid.
(3) Attach one copy of the original voucher marked "For Reference Only."

PART G

PER DIEM AND MEAL ALLOWANCES

In order to be paid meals or per diem, the trip should be an overnight trip or longer. Day trip meals are not reimbursed. The following are steps to compute the per diem or meal allowance:

SELECT THE PREFERRED METHOD OF PAYMENT

- Meal Allowance Plus Cost of Lodging. Maximum meal allowance of $36 per day, where applicable, plus the cost of lodging (including tax). Lodging receipts are required. Meal receipts are not required.
- Straight Per Diem. The traveler receives an $80 flat rate per day to cover the cost of lodging and meals. Lodging receipts are not required. Per Diem is the subsistence allowance that a traveler is authorized to receive when traveling on official business within the United States or Puerto Rico. Per Diem is paid based on 4 quarters of a day, $20 for each quarter. The quarter periods used are midnight to 6 a.m., 6 a.m. to noon, noon to 6 p.m., and 6 p.m. to midnight. Any time between the times listed are paid at the rate for the period which they fall within. Example: 8 am would be paid using the 6 am to 12 noon time period amount.
**Meal Allowance** The meal allowance is used to reimburse travelers who claim the actual cost of lodging plus the meal allowance. The allowance is based on the following schedules.

a. The day of departure:
   - Breakfast: When travel begins BEFORE 6 a.m.
   - Lunch: When travel begins BEFORE 12 Noon
   - Dinner: When travel begins BEFORE 6 p.m.

b. The day of return:
   - Breakfast: When travel ends AFTER 8 a.m.
   - Lunch: When travel ends AFTER 2 p.m.
   - Dinner: When travel ends AFTER 8 p.m.

c. Travelers receiving the meal allowance for a full day will be reimbursed the following amounts:
   - Breakfast: $6.00, Lunch $11.00, Dinner: $19.00.

d. A traveler claiming less than a full meal allowance or per diem authorized under Florida Statutes is required to include on the reimbursement voucher a statement of understanding his/her entitlement to the full meal allowance provided by law but that the traveler has voluntarily chosen to claim a lesser amount.

e. Travelers who desire to claim reimbursement on actual lodging at the single occupancy rate, plus meal allowances for some periods and per diem ($80.00) for other periods while on the same trip, may only change methods on a travel day basis (midnight to midnight). The choice of per diem or meals for each day of the trip is the option of the traveler.

**Compute Per Diem Allowance** See exhibit J.

**EXAMPLE**

<table>
<thead>
<tr>
<th>Authorized maximum daily per diem rate:</th>
<th>$80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel schedule is as follows:</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td></td>
</tr>
<tr>
<td>July 1                   Depart</td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td>July 2-5       Away from Headquarters</td>
<td></td>
</tr>
<tr>
<td>July 6                   Returns</td>
<td>9:30 a.m.</td>
</tr>
</tbody>
</table>

Per Diem Entitlement for July 1 = $60.00 ($80 per diem allowance times 3/4 of the day or 75% since on this day the traveler was away from headquarters three quarters of the day)

Per Diem entitlement for July 2-5 = $320.00 ($80 times 4 full days that traveler was away from headquarters)

Per Diem entitlement for July 6 = $40.00 ($80 time ½ of the day or 50%, representing the number of quarters that the traveler was away from headquarters on this day)

Total Per Diem allowance = $420.00

**PART H**

**USE OF PERSONAL VEHICLE**

**1. GENERAL**
- Costs of operation, maintenance, and ownership of a vehicle are the responsibility of the traveler. The university is not authorized to reimburse a traveler for repairs or other related costs incurred while traveling on official business.
• A traveler cannot claim reimbursement for transportation expenses when the traveler is gratuitously transported by another person.
• A traveler cannot claim mileage from the traveler’s home to his or her regular place of employment.

2. **MILEAGE ALLOWANCE**
• Travelers using a privately owned vehicle are authorized to be reimbursed $0.445 per mile.
• When the traveler uses a private vehicle (automobile, airplane, or other conveyance), the mileage allowance is limited to the most economical fare of a common carrier.
• When leaving from your residence to a work assignment other than your official headquarters or to the airport Monday through Friday, and the departure time is before 7:00 a.m., you may claim actual mileage from your residence. When returning from travel after 6:00 p.m., you may claim actual mileage back to your residence. For other times of the day, mileage should be calculated from your official headquarters or residence, whichever is less. If traveling during a weekend or on a university holiday, your mileage should be the actual miles driven from or to your residence.
• If a family member drives you to the airport in your vehicle, round trip mileage and tolls from your home to the airport are permissible.

**PART I**

**OTHER INCIDENTAL TRAVELING EXPENSES**

1. **GENERAL.** Travelers may be reimbursed for expenses incurred in addition to authorized meals and lodging or per diem. Original receipts (copy, if paid by UCF PCard) should be attached to the reimbursement voucher. Receipts less than an 8 1/2 x 11-inch size should be taped to a sheet of 8 1/2 x 11-inch paper. If a required receipt is not available, the traveler should attach a signed statement to the travel voucher certifying that an expense was incurred and should include the type of expense, date incurred, and the amount. Reimbursement without a receipt is not guaranteed.

2. **REIMBURSABLE EXPENSES.** When the traveler is claiming reimbursement for incidental expenses, the following documentation should be attached to the reimbursement voucher:
• **Taxi/bus/limo/shuttle** - Over $25.00 per occurrence requires a receipt.
• **Storage, Parking Fees, and Tolls** - Receipts are required for storage, parking fees, or tolls in excess of $25 per occurrence.
• **Communication Expenses** - A statement that any communication expense being claimed was for university business should be attached to any such request. Communication expenses to contact the traveler's family or other non-business purposes are not eligible for reimbursement.
• **Tips** - Reimbursement for reasonable tips and gratuities are restricted by the following:
  o Actual tips paid to a taxi/bus/limo/shuttle driver may not exceed 15% of the fare, rounded up to the next dollar. Receipts are required for any gratuity over $25.00.
  o Actual amount paid for mandatory valet parking, which was necessary in the performance of public business and tip which may not exceed $1 per occurrence.
  o Actual portage charges paid, not to exceed $1 per bag or a total of $5.00 per occurrence.
• **Other incidental expenses** - The following are other incidental expenses that may be reimbursed upon presentation of an original receipt:
  o **Laundry and Pressing Expenses:** When official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
  o **Passport and Visa Fees:** When required for official travel.
  o **Fees for Traveler's Checks:** Actual fee charged to purchase traveler's checks for official foreign travel expenses.
  o **Currency Exchange Fees:** Actual fee charged to exchange currency necessary to pay official travel expenses.
  o **Maps:** Actual cost of maps necessary for conducting official business.
  o **Miscellaneous:** Purchases of goods or services necessary for official business.
  o **Gasoline:** Any purchases for rental or university vehicle.
3. **NON-REIMBURSABLE EXPENSES.** The following are examples of travel expenses that are not reimbursable:
   - Personal travel insurance
   - Rental car insurance options (CDW insurance should be purchased if rental is from other than Avis)
   - Personal telephone calls
   - Personal expenses
   - Gas for traveler’s personal vehicle (covered by mileage reimbursement).
   - Mileage between home and official place of work
   - Fines for parking and traffic violations
   - Room service
   - Movie rentals
   - Alcoholic beverages
   - Loss or damage to personal items
   - Tips to hotel cleaning staff

4. **COMPLIMENTARY TRAVEL.** The traveler is not authorized to be reimbursed for lodging, meals, or transportation that were provided by another source or which were included as part of a registration fee.

**PART J**

**PERSONAL TRAVEL**

**PERSONAL TRAVEL WHILE ON UNIVERSITY BUSINESS.** Travelers occasionally extend their travel to the official destination beyond the period required to complete the official business of the university. Travelers are not authorized to be reimbursed for expenses incurred beyond the time required to complete the official business of the university. The travel reimbursement voucher should show "personal" for the days and times that the traveler was on personal business. If the airfare includes locations other than where official business was conducted, the traveler should reimburse the university for the personal portion of the airfare, if the airfare was paid using university funds.

**PART K**

**TRAVEL UNDER SPECIAL CIRCUMSTANCES**

Travel under the following circumstances require additional levels of approval. The traveler should call the F&A travel section for additional information (407-882-1082).

1. Emergency situation.
2. Traveler becomes sick or injured while on university business.
3. Reasonable accommodations under the Americans with Disabilities Act.

**PART L**

**FOREIGN TRAVEL**

**FOREIGN TRAVEL.** The state laws and university policies described in this manual apply equally to travelers visiting foreign countries, with the exception of the rate authorized for meals and lodging. The State of Florida authorizes the same rate allowance established by the Federal Government for foreign travel. These rates are updated on the first day of each month. Obtain information from the Internet (http://www.state.gov/m/a/als/prdm/) and also link to Appendix B to find the breakdown of the Meal & Incidental Expenses (M&IE) allowance rates. Attach a copy of the screen print to the reimbursement voucher; these rates should reflect the rates of the traveled dates. In addition, to obtain foreign currency conversions, please see the following Web site (http://www.oanda.com/) and attach a copy of the conversion sheet to the reimbursement voucher.
When traveling to a foreign country, it is of utmost importance that the traveler be aware of the U.S. Department of State travel warnings (hot spots) by calling the HOTLINE for American Travelers at 1-888-408-4747. It is also recommended that the traveler know the location of the U.S. Embassy and U.S. Consulates General Offices. Travel to what the U.S. State Department considers a “terrorist state” will not be allowed under any circumstances. [http://www.state.gov/s/ct/c14151.htm](http://www.state.gov/s/ct/c14151.htm)

Department of State travel information and publications are available at this Internet address: [http://travel.state.gov](http://travel.state.gov). Also refer to Office of Research Memorandum, dated 1/31/02, Subject: Travel Pre-Expenditure Review for Contract and Grant Accounts (see Exhibit G in the Travel Manual).

**Foreign Reimbursable Rates:** The Federal rates given on the State Department Web site include lodging, meals, and incidental expenses. Rates for lodging are maximum allowable rates, unless staying at the conference (or organized activity equivalent to a conference) hotel. Since Florida Statutes allow for the payment of incidental expenses in addition to payment of per diem or meals and lodging, the amount established by the Federal Government as incidental expenses should be deducted to arrive at the university allowable foreign rate.

**EXAMPLE 1**

<table>
<thead>
<tr>
<th>Location</th>
<th>Lodging</th>
<th>Meals &amp; Incidental Expenses (M&amp;IE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>London, United Kingdom</td>
<td>$ 307</td>
<td>$ 173</td>
</tr>
</tbody>
</table>

**Federal Maximum Rate**

<table>
<thead>
<tr>
<th>M&amp;IE Detail</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidentals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 26</td>
<td>$ 43</td>
<td>$ 69</td>
<td>$ 35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$173</td>
</tr>
</tbody>
</table>

**UCF Allowable Rate:**

- **Maximum State Department Rate**: $480
- **Less: Incidental**: $ 35

**Total UCF Allowable Rate**: $445

Travelers may be reimbursed for the actual lodging or per diem cost, not to exceed the Federal foreign per diem rate for that location, unless staying at the conference hotel. A conference hotel at the conference rate will be reimbursed at actual cost up to 300% above the prevailing foreign per diem lodging rate. The actual daily rate for the conference hotel should be supported by the conference documentation and included in the reimbursement voucher package. Any rate in excess of the published conference hotel rates will not be reimbursed. Itemized paid lodging receipts should be provided. All meal rates while in foreign locations will be reimbursed at the rate applicable to those locations.

- **APPROVAL:** Employee travel for more than 30 days to a single location requires provost approval.

- **RECEIPTS:** Receipts issued in foreign currency should show a computation converting the amount into U.S. Currency. All claims on the reimbursement voucher should be in U.S. dollars.

- **MORE THAN ONE GEOGRAPHIC LOCATION:** When a traveler is traveling from one foreign location to another within a meal period, reimbursement should be calculated at the applicable rate where the traveler departed from. Meal periods are considered to be breakfast until 8:00 a.m., lunch until 2:00 p.m., and dinner until 8:00 p.m. Use the Foreign Per Diem Worksheet, available on the Travel Payable Section of the F&A Web site, to track movement from one location to another.

- **PAYMENT OF FOREIGN PER DIEM RATES:** Rates for foreign travel should not begin until the date
and time of arrival in a foreign country from the United States and should terminate on the date and time of departure from a foreign country to the United States.

PART M

GROUP TRAVEL PROCEDURES

1. REQUEST A GROUP TRAVEL PURCHASE ORDER. Utilizing the online purchase requisition process, request a group PO. (See Exhibit A and Exhibit B in the Travel Manual.)

2. UPON COMPLETION OF TRAVEL. When submitting a reimbursement voucher form for group travel, it is necessary to send a roster of the travelers in the group. Complete the travel reimbursement form, mark it as group travel, using the group leader as the vendor, and submit it to the F&A Travel Payables section with applicable receipts. Please note that only the group leader of the group travel is eligible to be reimbursed by F&A Travel Payables. It is the group leader’s responsibility to make payment to the other members of the group, if necessary.

Any time a lesser meal allowance is reimbursed to the travelers, other than that which is allowed, the group leader should sign the following statement for the entire group and attach it to the reimbursement voucher:

“The Group has been notified that while each individual in the group is entitled to the full meal allowance provided by law, they have volunteered to receive a lesser amount.”

Group Leader Signature__________________________
Date__________________________

PART N

MISCELLANEOUS

1. UNIVERSITY PURCHASING CARD. UCF encourages its faculty and staff to use UCF purchasing cards. These are Visa cards issued in the individual’s name, but the individual is not responsible for paying the bank for the charges. Upon getting signatory approval from the individual employee’s dean, director, chair, or vice president, and completing training, the individual receives a Visa credit card in his/her name through Bank of America. These cards may be used for usual travel expenses such as registrations, airline tickets, hotels, taxis, and parking. More detailed information and application forms may be found at www.fa.ucf.edu. Click on Accounts Payable, then PCard. Purchases made on the purchasing cards within the State of Florida are exempt from sales tax. University purchasing cards should not be used for personal expenses.