

**Travel Procedures** (*Please refer to the Faculty Policies and Procedures Manual - Travel Section - for more in depth descriptions and definitions.*)

**Step 1 Request for Travel Approval form**– Prior to travel, a Request for Travel Approval form must be completed and signed by you and your Clinic Manager. It is best to submit the form at least 30 days prior to travel or earlier if there is a deadline involved, such as registration.

If registration prepayment is requested, please include your completed registration form along with the Request for Travel Approval form. Also include a program brochure and/or agenda along with the request to assist with the reimbursement process.

For airfare, please make reservations and pay for the ticket out-of-pocket. The University will only reimburse the full cost of coach/economy airfare, so please keep this in mind as you make your reservations. Trip insurance is not reimbursable.

If driving a personal vehicle, the University reimburses \$0.445/mile. The University places some restrictions on the use of rental cars and abides by state contracts that may affect reimbursement, so please double-check guidelines prior to travel and coordinate car rentals with the fiscal office.

**Meals (Domestic and Foreign)**

The following amounts for meals are reimbursed while traveling on official University business. Any meals provided by the conference will not be reimbursed.

Breakfast	\$6
Lunch	\$11
Dinner	\$19

The following is the standard time table for meal rates:

Breakfast:	When travel begins before 6am and extends beyond 8am.
Lunch:	When travel begins before noon and extends beyond 2pm.
Dinner:	When travel begins before 6pm and extends beyond 8pm.

The \$36 per day meal rate *does not* pertain to foreign travel. Foreign travel meals are still reimbursed based on the General Services Administration's "Foreign Per Diem Rates".

Step 2

**Travel Reimbursement form**– Upon completion of travel, a travel reimbursement form must be completed.

Please remember to return an itinerary from conference and **original receipts**, with hotel bill (folio), airfare, registration, etc. showing proof of payment in order to avoid a delayed or limited reimbursement. You may be reimbursed for single occupancy hotel rate plus applicable tax, mileage, coach airfare, taxi, and parking. Meals are dependent upon times of travel. Receipts are not required for meals or incidentals under \$25.00 (parking, tolls, taxi, etc.). Please note that the University places some restrictions on the use of rental cars, so please double-check guidelines and coordinate with fiscal office to avoid a limited reimbursement. Along with the original merchant receipts/invoices, please submit the following:

*If paid by credit card* – a copy of the credit card receipt or a credit card statement.

*If paid by personal check* – a copy of the check showing that it has cleared (your financial institution can supply copy when requested).

*If paid in cash* – a copy of the cash receipt.

If the merchant receipt/invoice **clearly states the bill was paid directly by you**, then you do not need to include the above.

Step 3

**Travel Expense Report** – After reimbursement request, receipts, and supporting documentation are received and processed, a Travel Expense Report will be sent to you. Please review the expense report for accuracy, sign and date the form, and return to sender by any of the following means:

- scanning and emailing to sender
- faxing to (352) 273-5213
- mailing to PO Box 100237

If you have any questions or concerns regarding your travel, please call (352) 273-5149 or e-mail at [klprange@ufl.edu](mailto:klprange@ufl.edu)

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