



UNIVERSITY OF CENTRAL FLORIDA

Division of Finance: Travel Payables

## **Electronic Reimbursement Naming Conventions**

When submitting a reimbursement electronically, ensure that the electronically signed RV and all support is included in a single PDF file and that the following file naming conventions are used. Include the department/project number and the traveler's name in the subject line of the email when submitting to [travelfa@ucf.edu](mailto:travelfa@ucf.edu).

### **Individual Travel RV**

Traveler's first and last name, PO#, destination

Example of Individual: John Doe\_PO333444\_New York, NY.pdf

### **Blanket Travel RV**

Traveler's first and last name, PO#, BLANKET, travel end date

Example of Blanket: John Doe\_PO333444\_BLANKET\_10.31.16.pdf

### **Group Travel RV**

Group leader's first and last name, PO#, destination

Example of Group Travel: John Doe\_PO333444\_New York, NY.pdf

### **ROTT**

Name of individual being reimbursed, PO#, ROTT

Example of ROTT: John Doe\_PO333444\_ROTT