

## **Quick Summary for Travelers:**

**The complete Travel Manual is located on the FA Website ([www.fa.ucf.edu](http://www.fa.ucf.edu)) under Travel Payables.**

### **TRAVEL AUTHORIZATION**

- All travel should be approved by a Workday spend authorization before any expenses are incurred.
- The travel spend authorization should be completed in the traveler's name or that of the group leader if group travel is involved.

### **30-DAY RULE**

- Employee travel for more than 30 calendar 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 approval from 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 their 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 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.
- A traveler claiming less than the full meal allowance or per diem authorized by Section 112.061(6), Florida Statutes, shall include on their travel expense report a statement that they understand that they are entitled to the full meal allowance provided by law but have voluntarily chosen to claim a lesser amount.

### **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 \$225 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. [https://aoprals.state.gov/content.asp?content\\_id=184&&menu\\_id=75&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=184&&menu_id=75&menu_id=75)

### **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/Budget or Enterprise/National 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 only be up 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 and back are 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 20% of the cost of the taxi ride.
- Baggage tips for portage can be reimbursed at a rate of \$1.00 per bag, up to 5 bags.

### **CONFERENCES/SYMPOSIUMS**

- 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 their 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/Budget or Enterprise/National 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 <https://travel.state.gov/content/passports/en/alertswarnings.html> )