



UNIVERSITY OF CENTRAL FLORIDA

Travel Manual

Procedures for compliance with UCF travel guidelines.

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Introduction

The intent of the travel manual is to familiarize university employees with the travel provisions of Florida Statute 112.061, Florida Administrative Code 69I-42 and UCF policies [3-205.3](#) and [2-903.3](#). It is the responsibility of the Finance Business Center to inform all travelers, both 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. Expense Reports are processed by UCF in compliance with Florida laws and the university's policies and procedures. Additional documentation or justification may be required to support the reimbursement of expenses claimed. Finance Business Centers or the Knights Experience Team (kNEXT) may make positive or negative adjustments to reimbursement requests, as necessary, to comply with applicable statutes, policies and procedures.

If the receipts described in the manual are unavailable; other forms of backup may be permissible, with justification, for the reimbursement of the expense to take place. kNEXT will make all reasonable efforts to approve reimbursement to the traveler.

All travel is contingent upon available budget and cost center approval. The travel manual in no way obligates the university to reimburse all allowable expenditures in connection with approved travel.

Travel Class

Per Florida Statute §112.061, travel is broken into three classes:

Class A Travel	Continuous travel of 24 hours or more away from official headquarters.
Class B Travel	Continuous travel of less than 24 hours, which involves an overnight absence from official headquarters.
Class C Travel	Travel for short or day trips where the traveler is not away from their official headquarters overnight.

The university does not provide a subsistence allowance nor per diem for Class C travel.

Online Travel Booking

Financial Affairs encourages anyone booking UCF-related travel to do so using Concur, the university's online travel booking tool. To access Concur, go to www.fa.ucf.edu and click on the Book Your Travel via Concur Solutions link. Employees log in with their UCF single sign on information. To use this tool, a user profile must be setup within Concur. [Instructions for creating a profile](#) can be found at on the travel FAQ page. Booking through Concur makes following state and university travel policies easier. Travelers are provided with a warning if their travel selection violates a travel policy.

Spend Authorizations and Expense Reports for Non-Workers

Spend Authorizations and Expense Reports may be created on behalf of non-workers in Workday. In order to do so, the non-worker must be set up as an "External Committee Member" in Workday. A non-worker may belong to one of the following committees.

Committees

Students: This committee is used for students that are US citizens who are incurring expenses unrelated to their employment with the university. If traveling, or incurring other expenses, on behalf of the university related to their employment these payments and Spend Authorizations should be on behalf of a worker or by the student employee as themselves.

NRA-Students: This committee is for students that are non-US citizens who are incurring expenses unrelated to their employment with the university. If traveling, or incurring other expenses on behalf of the university, related to their employment these payments and Spend Authorizations should be on behalf of a worker or by the student employee as themselves.

Prospective Employee: This committee is used for interview candidate and for employee relocation stipends

paid to an employee prior to their start date.

External Payee (Expenses Only): This committee is used if an individual who is not an employee, prospective employee, or student is being reimbursed for only travel expenses. This committee may not be used if the individual will receive any other payments (e.g., a guest speaker who is receiving a speaking fee and being reimbursed for travel expenses). If receiving payments in addition to the travel reimbursement the individual must be set up as a supplier and the payments must be processed via a supplier invoice.

Non-Resident Alien (NRA) Students

NRA (foreign) students must be added to the NRA Student committee to create a Spend Authorization if the travel is unrelated to employment. The student must be added as a supplier to process travel payments via Supplier Invoice. A completed Travel Reimbursement form with all receipts in order by date incurred must be attached to the supplier invoice in Workday. A link to the form is available in the appendix.

PhD Non-US Citizen Student Employees

Payments for travel expenses, related to employment, to non-US citizen PhD student employees should be submitted on an Expense Report or Expense Report on Behalf of Worker. A copy of UCF Global's review of taxability must be attached to the Expense report. If the travel does not relate to employment, the student must be added to the NRA Student committee to create a Spend Authorization and the student must be added as a supplier and the payment processed on a Supplier Invoice. A completed Travel Reimbursement form with all receipts in order by date incurred must be attached to the supplier invoice in Workday. A link to the form is available in the appendix.

Spend Authorization

A Spend Authorization is the university's formal document for the approval to incur travel expenses and request travel and field advances. A Spend Authorization should be prepared in the name of the traveler. In the case of group travel, the Spend Authorization should be in the name of the group leader. All anticipated costs associated with the travel should be included. Anticipated costs should be broken out on their corresponding Spend Authorization line. All costs should not be included on a single Spend Authorization line.

Only one Spend Authorization should be created per trip. A combination of Cost Centers, Grants, Gifts, Projects and Designations may be included on a single Spend Authorization. However, if the Spend Authorization includes a request for an advance, only a single funding source may be used on the Spend Authorization, otherwise you will receive an error.

All Spend Authorizations and Expense Reports will route through appropriate approvals in Workday based on the worktags. Spend Authorizations must have a status of Approved in Workday before any expenses associated with the travel may be incurred.

A Spend Authorization is required even if no travel expenses will be incurred by the university. The university has state reporting requirements when travel expenses are paid for by a third party. Additionally, Spend Authorizations created in Workday automatically generate an itinerary in Terra Dotta. Since the university will not incur any expenses associated with the travel, you will enter a dollar amount of \$1 on the Spend Authorization lines. At a minimum, the Spend Authorization should include the following Expense Items: Hotel (conference, non-conference, or State of Florida Sponsored Event), Airfare, Train, and Registration. In the justification on the Spend Authorization header enter the benefit to the university and information about why no expenses are being incurred and who is paying for the expenses.

Types of Travel Spend Authorization

Blanket Spend Authorization

A blanket Spend Authorization may be set up when an employee performs numerous trips to the same destination or for vicinity travel within the state of Florida. A blanket Spend Authorization may be set up for a fiscal year, or for a shorter period. However, all blanket Spend Authorization will expire at the end of the

fiscal year (June 30).

Spend Authorizations for Individual Trips

A Spend Authorization created for a one-time trip for a single individual. A trip consists of travel from their headquarters to the destination(s) and return to headquarters.

Spend Authorizations for Group Travel

A Spend Authorization for group travel will cover a one-time trip for two or more individual traveling at the same time to and from the same location for the same purpose. A group travel leader is responsible in handling all the travel related expenses for the whole group. Each attendee should be added to the Spend Authorization using the Attendee field. Student attendees should be set up as External Committee Members in Workday before being added as attendees. The attendees do not have to be added to every line of the Spend Authorization. However, they must be added to the Hotel line. If the travelers will be changing destinations during the trip, the attendees must be added to any Spend Authorization line with a different destination. Failing to do so will create inaccurate itineraries in Terra Dotta which can limit the university's ability to assist travelers in the event of an emergency.

University Expense Card

UCF strongly encourages its faculty and staff to use UCF Expense Cards. An Expense Card is a Visa card issued in the individual's name; however the university is responsible for paying the charges. Upon receiving appropriate approvals in Workday, the employee will be issued an Expense Card through Bank of America in their name. An Expense Card with travel authorization may be used for the usual travel expenses such as registrations, airline tickets, hotels, taxis/ride share, and parking. Meals may not be purchased using a university Expense Card. More detailed information about Expense Cards can be found at the [PCard website](#).

Purchases made with an Expense Card within Florida are exempt from Florida sales tax. A university Expense Card may not be used for personal expenses.

Travel Arrangements

Travelers are strongly encouraged to utilize the university's online travel booking tool, Concur. Doing so will make it easier for travelers to comply with university travel policies and allow travelers to take advantage of preferred pricing and to work with a dedicated travel team for any travel needs.

Airfare/Common Carrier

Travelers are authorized to make their own travel arrangements. Airline tickets must be non-refundable economy or coach class. A paid receipt must be submitted, including all reasonable costs associated with economy or coach. Reasonable costs include, but are not limited to, baggage fees and seat selection fees. Seat selection fees include Southwest Airlines Early-Bird Check-In.

Upgraded Airline Tickets

Travelers preferring to secure upgraded accommodations will be required to 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 kNEXT.

First class transportation, or higher, is not allowed. Business class travel is only acceptable if at least one segment of the flight shown on the purchased tickets is nine hours or longer and full-time business activity begins within 24 hours of arrival at the destination and/or return to headquarters. Cost considerations should be exercised when making reservations and must be approved by the Cost Center Manager, applicable worktag managers, and the appropriate Vice President. Please be mindful that not all airlines use the terminology "Business Class." Business class is deemed to be the class between economy and first class. If a traveler has questions regarding allowable upgrades, they should contact their respective Finance Business Center or

kNEXT prior to booking the flight.

Changing or Cancelling Airline Tickets

Once a ticket has been purchased via university funds, it is the responsibility of the Finance Business Center/traveler to check with the airline regarding its policies on flight cancellations or changes. Any costs incurred by UCF for changes to an airline ticket should be justified. If a trip is cancelled, the traveler is to return all unused airline tickets purchased by the university to the Finance Business Center with a memorandum explaining the cancellation of the trip. The traveler should submit both the original and revised ticket itineraries and receipts with their Expense Report, if requesting reimbursement or if paid via an Expense Card. Credits for cancelled flights booked through Concur for business travel will be available in the traveler's profile. The university may assign credits for cancelled flights to another employee by contacting Concur travel agents. Applicable airline charges will apply.

If a credit issued is associated with a sponsored award, the credit should be tracked to ensure it is used to directly benefit the same sponsored award that incurred the original cost. If you plan to use the credit for travel in support of another sponsored award or another university activity, the original travel charge must be removed and transferred to the appropriate funding source that will benefit from the travel.

Receipts

A copy of the airline ticket itinerary showing the dates and time of arrival and departure, fare class and payment should be attached to the airfare line of the Expense Report. Travelers booking through Concur can easily locate this information in their trip library.

Travel Time

A traveler is allowed up to three hours before a flight and up to two hours after a flight returns as travel time for both domestic and foreign travel. UCF business should begin the day of or the day following a traveler's arrival at their destination. The traveler should return to headquarters the day of or the day following the end of business.

Vehicle Rental

The state of Florida has a contract with Avis/Budget. Avis/Budget provides discounted rates for both in-state and out-of-state vehicle rentals. The university has also a contract with Enterprise/National to provide travelers with greater flexibility. Enterprise/National's out-of-state rentals are comparable with the Avis/Budget out-of-state rates. When booking business travel through Concur, travelers will only be provided with Avis, Budget, Enterprise, and National options, assuming that they are available at the rental location. Travelers will automatically be provided with the negotiated rates when booking a rental car with Avis, Budget, Enterprise or National through the Concur website. For more information regarding vehicle rental booking guideline, please visit <https://fa.ucf.edu/travel-payables-useful-links/>

Vehicle Class

Under normal travel conditions, the vehicle sizes listed below should be used. If there is a deviation from the size charge, a justification must be provided on the applicable Expense Line on the Expense Report.

Vehicle Class	Number of Travelers
Economy or Compact	1-2
Intermediate	3-4
Full Size	5
Minivan	5-7
Regular Van	8+

Personal Vehicle Rental

UCF employees age 25 and older may rent vehicles for personal use using the Avis/Budget or Enterprise/National contracted rates. Personal rentals by employees do not include collision damage waiver

insurance. UCF employees must have their employee ID available to show the Avis/Budget or Enterprise/National representative at the time of rental. The rental of vehicles for personal use can either be done through Concur or using the personal rental code. Instructions on how to book personal rentals can be found on the travel website. The university will not pay for any personal rentals.

Collision Damage Waiver (CDW)

A traveler will not be reimbursed for accepting CDW when using the state of Florida Avis/Budget or Enterprise/National contract, as this coverage is included in the contract. When circumstances require the use of another rental car agency, CDW should be accepted if the coverage is not already included in the rental agreement. When renting vehicles from Avis/Budget or Enterprise/National, outside the United States, the traveler should accept CDW when available.

Personal Accident Insurance (PAI)/Additional Liability Insurance (ALI)

A traveler will not be reimbursed for additional insurance as insurance coverage is already included in the Avis/Budget and Enterprise/National contract.

Accidents

The state of Florida Avis/Budget and Enterprise/National rental contract includes 100% coverage for all collision damage to vehicles. If you are in an accident, promptly take the following steps:

1. Report the accident to the rental vendor
2. Obtain a police report
3. Advise the traveler's UCF department, who should advise UCF Compliance, Ethics and Risk Office at 407-823-6263.
4. If a UCF employee is injured, contact Human Resources at 407-823-2771.

Eligible vehicle renter

If a driver of the vehicle is under the age of 25, but over 18, the individual must be the renter and the rental must be paid with a UCF Expense Card through assigned unique billing number with corresponding rental company. Per the State contract renters can be 18 years of age or older but must be employed by the university (on university payroll) or a student traveling on behalf of the university. A person under the age of 18 is not allowed to rent a car regardless of employment with UCF.

Use of Other Vehicle Rental Companies

The Avis/Budget and Enterprise/National contract does not prohibit the use of other rental vehicle companies. Collision damage waiver insurance should be purchased when vehicles are rented from a company other than Avis/Budget or Enterprise/National.

Use of Other Vehicle Rental Companies other than Avis/Budget and Enterprise/National is allowable when at least one of the following conditions apply:

1. Other vehicle rental companies offer a lower total rate, inclusive of primary insurance coverage;
2. When Avis/Budget or Enterprise/National do not have vehicles available for rental at the time and location required to conduct business;
3. The time/distance to the nearest Avis/Budget or Enterprise/National location is not cost effective or practical in conducting efficient UCF business;
4. When Avis/Budget or Enterprise/National do not have a location at the traveler's destination.

UCF requires justification be provided on the Expense Report in Workday if an agency other than Avis/Budget or Enterprise/National is used domestically. Additionally, documentation showing that Avis/Budget or Enterprise/National did not have vehicles available, comparison rates, or information regarding the impracticality of the Avis/Budget or Enterprise/National location must be attached to the Expense Line of the Expense Report. It is recommended that this approval is sought prior to booking.

Lodging

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 vice president or provost. A link to the Hotel Accommodations within 50 mile approval memo form can be found in the appendix.

Hotel Accommodations

Lodging expenses qualify for reimbursement at a single-occupancy rate and must 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. Reimbursements are paid based on actual lodging and meal allowance or at the per diem rate of \$80 per day (which includes lodging and meals).

A lodging limit of a base rate of \$200 per night (not including taxes and fees) applies to cities within the United States for hotel, Airbnb, and VRBO accommodation, unless a conference hotel is used. When booking through Concur, travelers will receive a warning if they attempt to book a hotel with a base rate more than \$200 per night.

Pursuant to Florida Bill 2502, for Fiscal Year 2022, costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed \$175 per day. An employee may expend their own funds for any lodging expenses in excess of \$175 per day. For this purpose, a meeting does not include travel activities for conducting an audit, examination, inspection, or investigation or travel activities related to a litigation or emergency response.

Conference Hotels

Conference hotels (not pursuant to Florida Bill 2502) are not subject to the \$200 per night limit. If a conference hotel is offering a conference rate or if a conference code is needed for booking, it is not recommended that the reservation be made via Concur. To allow for easier booking of conference hotels, Financial Affairs recommends that these reservations are made through the conference booking site.

Hotel Travel Exceptions

If a non-conference hotel is booked at a rate of more than the \$200 per night base rate limit, a justification must be provided for the reimbursement in excess of the base rate to be processed. In addition to the justification, the traveler must provide quotes for other hotels in the area. Failure to do so will result in the reimbursement being limited to the base rate of \$200 per night. Acceptable documentation includes screen shots of the rates for other hotels in the area. This can easily be done at the time of booking when making reservations through the Concur website. Exceptions cannot be made if this information is not provided. Exceptions are subject to review and approval by kNEXT and/or the Travel office.

Exceptions cannot be provided for hotels for State of Florida Sponsored Events that exceed \$175 per night.

Conferences and Conventions

Travelers attending a conference should submit the following documentation along with their Expense Report: registration form, a receipt showing the registration payment and the conference agenda or conference information showing the conference location, conference dates, and what is included in the cost of registration (e.g., meals, lodging etc.).

Meetings

Travelers attending a meeting should provide a copy of the meeting agenda along with their reimbursement request. If the meeting did not include an agenda, a completed Meeting Information Form should be attached in the attachments tab of the Expense Report. A link to the Meeting Information Form is included in the Appendix.

Registration Fees

Advance payment of registration fees to attend a conference, convention, or other event is frequently required prior to the date of the event. An approved Spend Authorization must be in place before advance payment can be made by kNEXT. The traveler must submit a Supplier Invoice Request in Workday or Finance Business Center must submit a Supplier Invoice at least three (3) weeks prior to the due date of the registration fee in order for it to be paid in a timely manner. A copy of the registration invoice should be attached to the Supplier Invoice Request or Supplier Invoice in Workday. The Spend Authorization number should be included in the Memo field on the Supplier Invoice.

If the registration is paid by the traveler, the cost of registration should be included on the Expense Report under the Expense Item "Registration." For conference registrations that do not include travel (e.g., webinars), the expense item "Education & Training Services" should be used.

Travelers may not claim meals and/or lodging expenses that are included in the registration fee, even if the traveler decides not to eat the meals. Dietary needs should be addressed with the conference at the time of registration. The traveler should confirm with the conference that alternative meals will be provided. The cost of a meal function or special event that is not included in the registration fee may be reimbursed if a business justification for attending is provided.

Travel Exceptions

When customarily approved travel methods are not available, the traveler or the designee making travel arrangements, must document the justification for not following state and university travel guidelines. Examples of appropriate supporting documentation to be provided along with the justification include screen shots of available travel options at the time of booking. University regulations permit exceptions for medical reasons, on a case-by-case basis. A memo of approval from the UCF Office of Institutional Equity (OIE) should be attached to the Expense Report. Failure to provide supporting documents with the exception justification will result in a denial of the exception.

Use of Personal Vehicle

The cost of operation, maintenance and ownership of a personal vehicle is 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 may not claim a reimbursement for transportation expenses when the traveler is transported by another individual. A traveler cannot claim mileage from the traveler's home to their place of employment.

Mileage Allowance

Travelers using a personal vehicle are authorized to be reimbursed at a rate of \$0.445 per mile plus tolls. If a traveler chooses to drive rather than fly, the amount of the reimbursement is limited to the amount it would have cost to fly, in accordance with Florida Statute 112.061. Supporting documentation must be attached to the Expense Report showing the comparable transportation costs.

Computing Mileage

When leaving from your residence to travel to a work assignment, other than your headquarters, or to the airport Monday through Friday with a departure time before 7a.m.; actual mileage from the traveler's residence may be claimed. When returning from travel after 6p.m., a traveler may claim actual mileage to their residence. For all other times of the day, mileage should be calculated from a traveler's official headquarters or residence, whichever is less. If traveling on a weekend or a university holiday, mileage should be the actual mileage to or from the traveler's residence. If a family member drives you to the airport in your personal vehicle, round trip mileage and tolls from the traveler's residence to the airport are permissible.

Temporary Work Location

A temporary work location is a place where your work assignment is realistically expected to, and does in fact last, one year or less. If an employee is assigned to a temporary work location while still having a regular place of business, travel expenses between the employee's home and the temporary work location and travel expenses between their regular work location and the temporary work location are reimbursable. Travel expenses between the temporary and regular work location are not reimbursable if a university vehicle is used.

Example

An employee's regular work location is at the UCF main campus. The employee is temporarily working at the downtown campus for a month to assist with the establishment of a new program. The employee's travel expenses between home and the downtown campus are reimbursable to the extent that the travel from home to downtown is greater than travel from home to main campus. Travel between main campus and downtown are reimbursable.

Secondary Work Location

If an employee regularly works at two locations in one day, the transportation expenses incurred to get from one workplace to another are reimbursable. However, expenses incurred by the employee to travel to or from their home to their secondary work location are not reimbursable. Travel expenses between the regular and secondary location are not reimbursable if a university vehicle is used.

Example

An employee regularly works three days a week at the UCF main campus and two days a week at the UCF downtown campus. The employee may be required to travel to meetings at the downtown campus on days that they are at the main campus. The transportation expenses incurred for travel between UCF main campus and UCF downtown campus are reimbursable. However, transportation expenses to and from the employee's home to either campus are not reimbursable.

Travel Between UCF Campuses

A department may reimburse for mileage to and from an employee's primary work location and another UCF campus where the employee has a meeting or other temporary duties. A department may not reimburse for mileage between any Orlando UCF campus and the traveler's home, regardless of the time at which the duties end at the UCF campus where the meeting is being held. Mileage is not reimbursable if a university vehicle is used.

Example

An employee's main work location is UCF main campus. The employee has a meeting from 4p.m-5p.m at UCF Downtown campus. The employee uses their personal vehicle and drives home from the meeting. The department may reimburse for mileage between UCF main campus and UCF Downtown. The employee is not eligible for mileage reimbursement from UCF Downtown to their home.

Per Diem and Meal Allowances

For a traveler to be paid per diem or meal allowances, travel must be overnight. Day trip meals are not reimbursable. A traveler may choose whether to be reimbursed using a meal allowance plus the cost of lodging or a straight per diem.

Meal Allowance Plus Lodging

This method is used to reimburse travelers who claim the actual cost of lodging plus the meal allowance. The maximum meal allowance is \$36 per day (\$6 breakfast, \$11 lunch & \$19 dinner). The cost of the hotel will be reimbursed if the hotel rate policies have been followed. A receipt must be provided for the hotel; however, a receipt is not required for the meals. The meal allowance is based on the following schedule:

	Meal Allowance Amount	Day of Departure	Day of Return
Breakfast	\$6	When travel begins before 6AM	When travel ends after 8AM
Lunch	\$11	When travel begins before 12PM	When travel ends after 2PM
Dinner	\$19	When travel begins before 6PM	When travel ends after 8PM

Straight Per Diem

This method provides for a flat \$80 per day rate to cover the cost of meals and lodging. Neither meal nor lodging receipts are required under this method. Per diem is the subsistence allowance that a traveler is authorized to receive when traveling within the United States or Puerto Rico. The calculation is based on four quarters of the day, providing \$20 for each quarter. The quarter periods used are as follows: midnight to 6a.m., 6a.m. to noon, noon to 6p.m. and 6p.m. to midnight.



Paying a Lesser Amount

If a traveler claims less than the full meal allowance or per diem authorized by Florida Statute 112.061(6), the traveler is required to attach to their Expense Report a statement of understanding their entitlement to the full meal allowance provided by law, but that they have voluntarily chosen to claim a lesser amount.

Combination of Methods

A traveler who chooses to claim reimbursement for actual lodging at a single occupancy rate plus meals for some periods and straight per diem for other periods on the same trip, may only change methods on a travel day basis (midnight-to-midnight). The choice of per diem or lodging plus meals for each day of the trip is the option of the traveler.

Incidental Travel Expenses

Travelers may be reimbursed for expenses that are incurred in addition to authorized meals and lodging or per diem. Receipts must be attached to the Expense Report.

Lost Receipts

If the required receipt is not available, the traveler should attach a signed statement to the corresponding Expense Line of their Expense Report certifying that the expense was incurred. The statement must contain the following details:

- Description of items purchased
- Purpose of the item
- The date incurred
- The amount

Keep in mind that reimbursement without a receipt is not guaranteed.

Reimbursable Expenses

When a traveler is claiming a reimbursement for incidental expenses, the following documentation should be attached to the reimbursement voucher.

Taxi/rideshare/bus/limo/shuttle

Receipts are required for taxi, rideshare, bus, limo and shuttle charges over \$25. Gratuities will only be reimbursed up to 15% of the fare, rounded up to the nearest dollar. Reimbursements for transportation expenses under \$25 without a receipt, are inclusive of gratuities.

Storage and Parking Fees

Receipts are required for storage or parking fees more than \$25.

Tolls

Receipts are required for tolls in excess of \$25. A toll calculation from the tolling authority's website is acceptable for tolls under \$25.

Communication Expenses

A statement that any communication expense being claimed, including Internet service, was for university business should be provided on the Expense Report. Communication expenses incurred to contact the traveler's family or other non-business purposes are not eligible for reimbursement.

Tips

Reasonable tips and gratuities may be reimbursed as follows:

- Actual tips paid to a taxi/bus/limo/rideshare/shuttle service may not exceed 15% of the fare, rounded up to the next dollar. Receipts are required for any transportation expense more than \$25, including tip. Tips need to be itemized on the expense line in Workday.
- Actual tips paid in association with a restaurant/meals/catering may not exceed 15% of the total, rounded up to the next dollar. Tips need to be itemized on the expense line in Workday. Gratuities that are in excess of 15% that are added by the restaurant/caterer may be reimbursed.
- Actual gratuity paid for mandatory valet parking, which was necessary in the performance of business, not to exceed \$1 per occurrence.
- Actual portage charges paid, not to exceed \$1 per bag or \$5 per occurrence.

Other Incidental Expenses

The following incidental traveling expenses may be reimbursed upon submitting a receipt:

Laundry and Pressing

When official business is more than seven days, and such expenses are necessarily incurred to complete official business portion of the trip.

Passport and Visa Fees

When required for travel on official business.

Fees for Traveler's Checks and Currency Exchange Fees

Actual fees charged to purchase traveler's checks/exchange currency for foreign travel expenses that are part of official business.

Maps

Actual cost of maps necessary for conducting official business.

Gasoline

Gasoline purchases for rental or university vehicles.

Medical Test

Medical test required by external party such as airline, destination country, conference in the case that without such test, traveler will be prohibited from traveling or attending.

Miscellaneous

Purchases of goods or services that are necessary for official business.

Non-reimbursable Expenses

The following are examples of travel expenses that are not reimbursable:

- Personal travel insurance;
- Rental car insurance options when using Avis/Budget or Enterprise/National domestically;
- Personal expenses (including personal phone calls or gas for a personal vehicle);
- Mileage between home and official place of work,
- Parking fines,
- Traffic violation tickets,
- Any form of room services,
- Movie rentals,
- Alcoholic beverages,
- Loss or damage to personal items,
- Tips for hotel cleaning staff.

Complimentary Travel

A traveler is not authorized to be reimbursed by the university for any expenses that were provided by another source, reimbursed by a third party or which were included as part of a registration fee.

Foreign Travel

State of Florida laws and university policies described in this manual apply equally to travelers visiting foreign countries, except for the rate authorized for meals and lodging. The state of Florida authorizes the same rate that is established by the Federal Government for foreign travel. These rates are updated on the first of every month. This information can be obtained from the U.S. Department of State's Foreign Per Diem website. Travelers must complete the foreign per diem worksheet for the applicable month(s) of travel. Links to the previous three months' worksheets are posted on the Travel website. If a traveler needs a worksheet outside of the months posted, they should contact kNEXT. A completed foreign per diem worksheet should be attached to the Foreign Per Diem expense line on the Expense Report.

Foreign currency conversions should be obtained from the Oanda currency converter website and attached to the Expense Report. If a currency conversion was done on the credit card the charge was made on, that should be included in lieu of the Oanda conversion calculation.

Registering Foreign Travel

When traveling outside the United States, you must register each trip with the [UCF Travel Registry through UCF Global](#). Travel, accident and sickness insurance is provided by the university to all faculty and staff traveling abroad on university business. However, this coverage is not effective until a trip is registered. This insurance provides emergency medical; evacuations for medical, military or political unrest and natural disasters; repatriation and accidental death and dismemberment benefits. Additional information regarding travel insurance can be found at the website for the [UCF Compliance, Ethics, and Risk Office](#).

When registering a trip, all travel destinations should be included in your itinerary. This includes destinations that are for personal travel and not reimbursable as university business. Coverage may be provided by the travel accident and insurance policy. For example, you are attending a conference in Germany, you decide to

stay an additional five days to vacation in France. Though your travel in France is not reimbursable since it is personal in nature, you may still have coverage under the travel insurance policy for the personal deviation.

Fly America Act

The Fly America Act (41 CFR 301-10.131 through 301-10.143) requires that all federally funded travel be on a US flag carrier or US flag carrier service provided under a code-share agreement, except under specific situations.

When booking international travel, the Principal Investigator of the award to be charged is responsible for complying with the Fly America Act. Note: Most travel agents are not familiar with these regulations. Documentation of compliance is the appearance of the US flag on the air carrier's designator code and flight number on tickets or associated documentation (e-Ticket itinerary) for all legs of a trip. The cost of travel subject to the Fly America Act that does not adhere to this regulation will be borne by the Principal Investigator's cost center or will be moved to a suitable nonfederal funding source.

When booking travel through Concur, Fly America Compliant flights are designated with a picture of a shield with a check mark.

Exceptions must be documented through completion of the UCF Fly America Act Exception Form (available from the Office of Research) and attached to the Airfare line of the Expense Report. Failure to complete UCF Fly America Act documentation will result in the expense being disallowed from federally funded accounts.

Expense Reports that contain an airfare expense line and include a federal grant worktag will include instructions at the top of the Expense Report when routed to the Cost Center Sponsored Programs Coordinator and Award Contract Owner (Grants) security roles reminding them to check for compliance with Fly America Act.

In no case is the use of a foreign air carrier justified because of cost, convenience, or traveler preference.

Permitted Exceptions to the Fly America Act

If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more.

If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

1. Increase the number of aircraft changes you must make outside of the U.S. by two or more; or
2. Extend your travel time by at least 6 hours or more; or
3. Require a connecting time of 4 hours or more at an overseas interchange point.

For travel outside the U.S., if a U.S. flag air carrier provides service between your origin and destination, you must always use a U.S. flag carrier for such travel unless, when compared to using a foreign air carrier, such use would:

1. Increase the number of aircraft changes you must make en route by two or more; or
2. Extend your travel time by six hours or more; or
3. Require a connecting time of four hours or more at an overseas interchange point.

If an exemption is needed:

1. Complete the form indicating the reason for the exemption.
2. Attach a proposed itinerary of the trip with the completed form to the Spend Authorization and Expense Report. Approval should be obtained prior to booking travel. The Cost Center Sponsored Programs Coordinator and Award Contract Owner (Grants) Workday security roles will review exceptions.

The [Fly America Exception Form](#) can be found on the Office of Research's website.

Foreign Travel Warnings

When traveling to a foreign country, it is of the utmost importance that the traveler be aware of the U.S. Department of State travel warnings by calling the hotline for American travelers at 888-408-4747. It is recommended that the travelers know the location of the U.S. Embassy and U.S. Consulate General Offices. Travel is not allowed, under any circumstances, to areas that the U.S. Department of State considers a "terrorist state." For current information regarding travel advisories, travelers should visit the [U.S. Department of State's Travel Advisory](#) website.

Foreign Reimbursement Rates

Foreign travel reimbursements are based on actual lodging and foreign meal per diem or the \$80 state of Florida per diem rate. The State Department's foreign lodging rates are the maximum allowable reimbursement rates, unless staying at the conference (or organized activity equivalent to a conference) hotel. Hotel receipts are required when requesting reimbursement for foreign hotel stays. The foreign per diem rate by location can be located on the [State Department's website](#). This site includes the maximum lodging reimbursement rates as well the allowable meal per diem rates. Since the state of Florida allows for the payment of incidental expenses in addition to the payment of per diem for meals, the amount established by the Federal Government as incidental expenses should be deducted from the per diem for meals and incidental expenses (MI&E) to arrive at the university's allowable foreign rate since Florida Statute allows for the reimbursement of incidental expenses. A breakdown of foreign meals and incidentals can also be found at the [State Department's website](#).

Foreign Per Diem Example

London, UK	
Lodging	\$299
Meals & Incidental Expenses (M&IE)	<u>\$183</u>
Federal Maximum Rate	\$482
M&IE Detail	
Breakfast	\$27
Lunch	\$46
Dinner	\$73
Incidentals	<u>\$37</u>
Total	\$183
UCF Allowable Per Diem for Meals	\$146

Travelers may be reimbursed for either the actual lodging and foreign meal allowance or \$80 per diem cost. The state of Florida per diem rate may not be combined with reimbursement of foreign travel costs pursuant to the allowances under the federal guidelines for the same travel day. The two methods of reimbursement, state per diem and foreign allowances cannot be claimed on the same travel day. Actual hotel expenses may not exceed the federal foreign per diem rate for that location, unless staying at a conference hotel. A conference hotel booked using the conference rate will be reimbursed at an actual cost up to 300% above the prevailing foreign per diem lodging amount provided by the State Department. The actual daily rate for a conference hotel must be supported by the conference documentation and included in the Expense Report. Any rate more than the published conference hotel rates will not be reimbursed. Itemized paid lodging receipts must be provided. All meals, while in foreign locations, will be reimbursed at the rate applicable to those locations.

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.

Foreign Receipts

Receipts issued in a foreign currency should show a computation converting the amount into U.S. dollars. All claims on the Expense Report must be submitted in U.S. dollars. When converting foreign transactions into U.S. dollars, the conversion date should be the same as the transaction date. Foreign currency conversions should be obtained from the [Oanda](#) currency converter website and attached to the Expense Report. If a currency conversion was done on the credit card the charge was made on, that can be included in lieu of an Oanda calculation.

Travel to Multiple Geographic Locations

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 8a.m., lunch until 2p.m. and dinner until 8p.m. Travelers should track the time of departure and return to ensure that meals are reimbursed at the appropriate rates. The foreign per diem worksheet located on the Travel Payables section of the Financial Affairs website should be used to track meals when in a foreign locale and should be submitted with the Expense Report.

Travel Under Special Circumstances

Travel under the following circumstances require additional levels of approval. The traveler should contact FA Travels Payable for additional information (Email: travelfa@ucf.edu or Phone: 407-882-1000).

- Emergency situation
- Traveler becomes sick or injured while on university business
- Reasonable accommodations under the Americans with Disabilities Act

Travel in Excess of 30 Calendar Days Rule

Employee travel for more than thirty (30) days to a single location requires approval from the provost or appropriate vice president. A link to the 30 Day Travel Approval Memo Form is included in the appendix.

Travel on a Sponsored Award (Research, Service or Other)

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses; must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the University in its regular operations as the result of UCF's written travel policy. Additionally, if these costs are charged directly to a sponsored award, documentation must justify that: (1) the participation is necessary to the federal award, and (2) the costs are reasonable and consistent with the non-federal entity's travel policy.

When assigning travel costs to a sponsored award verify the type of sponsor (Federal, private, State & local government, foundation, etc.) and apply the sponsor's travel terms and conditions accordingly. Federal sponsors require the university to meet Uniform Guidance travel regulation 2 CFR, 200.474(b) and specific agency (NSF, NIH, DoD, DoE, NASA, etc.) travel terms and conditions.

Group Travel

Group travel Spend Authorizations should be submitted via Workday. The names of the travelers should be provided in the Attendees field on the Spend Authorization. Refer to the job aid on Creating a Spend Authorization for additional information. When submitting an Expense Report for group travel, it is necessary to provide a roster of the travelers in the group. The roster of travelers on an Expense Report may either be attached in the attachments section of the Expense Report or included in the Attendees field on the expense line. The Expense Report should be completed in the group leaders name and have a Business Purpose of Group Travel. Only the group leader is eligible to be reimbursed. It is the group leader's responsibility to make payment to the other members of the group, if necessary.

If a meal allowance lesser than the allowable per diem rate is reimbursed to the travelers, the following statement should be attached to the Expense Report and signed and dated by the group leader.

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

Travel Advances

Advances

Only UCF employees can request travel advances. The following conditions are required to process a travel advance:

- The travel period must be for a duration of five or more days.
- The advance may not exceed 80% 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.
- An advance request must be submitted through spend authorization in Workday at least 21 days prior to the trip start date
- An Expense Report is required to be completed within ten (10) business days after the end of the trip, per Florida Administrative Code- 69I-42.005.
- If the advanced funds are more than the total expenses of the travel, the excess should be deposited with the Cashier's Office by the Finance Business Center within ten (10) business days of the trip's end date. Refer to the Workday training on returning cash advances.

Field Advances Funded by Sponsored Research

In accordance with [Florida Statute 1004.22\(12\)](#), field advances can be obtained by a Principal Investigator (PI) to perform research at a remote site that is so far removed from the university as to render normal purchasing and payroll functions ineffective. A field advance form approved by the provost, or the provost's designee and a power of attorney from the PI are required to receive a Field Advance. Any special circumstances, such as incremental disbursement of the advance, should be included in the memorandum of approval for the advance. The memorandum of approval for the advance must be attached to the Spend Authorization.

The total amount of the advance is to be reconciled within ten (10) business days of return to UCF from the remote site or within ten business days of the end of the activity requiring an advance. A second advance will not be issued until the previous advance has been settled and reconciled by the PI. Receipts should be maintained and submitted for any currency exchanges along with supported USD conversion.

Reimbursement Request of Travel Expenses

Reimbursements for travel expenses are submitted through an Expense Report in Workday. The Expense Report should include all expenses incurred in connection with the travel. Reimbursements may not be made until after travel has been completed.

Expenses incurred via a university Expense Card must be submitted within 20 days of posting in Workday or by the tenth day of the following month, whichever is sooner, via an Expense Report in Workday. Expense Card transactions incurred prior to travel (e.g., airfare, registration) must be submitted via an Expense Report tied to the Spend Authorization prior to travel taking place. This may mean that multiple Expense Reports are submitted for the same trip.

Supplemental Reimbursement Request

If after a reimbursement voucher has been paid, it is discovered that a reimbursement item(s) was omitted, an additional Expense Report may be submitted. The Expense Report should be created from a Spend Authorization.

Accountable Plan

In recognition of the Internal Revenue Code requirements of an accountable plan, all payments of allowances, advances or reimbursements will be reviewed for all of the following criteria:

1. Business connection to UCF;
2. Adequate substantiation of expenses within a reasonable amount of time; and
3. Requirement to return amounts paid in excess of expenses.

Reasonable Amount of Time

For advances, substantiation must be provided 30 days prior to the start of travel or when an expense is paid or incurred; whichever is earlier. Substantiation must be provided for reimbursement no later than 60 days after the end of travel or when an expense is paid or incurred; whichever is later. Any return of excess advances or reimbursements must occur no later than 120 days after the end of travel or when an expense is paid or incurred; whichever is later. Disbursement recipients must return to UCF any amount paid in excess of the expenses substantiated within ten business days after the end of travel or when the expense is paid or incurred; whichever is later. Amounts not returned are subject to withholding from employee's paychecks. If for any reason the amounts are not fully returned within 120 days, they will be considered paid under a nonaccountable plan.

If any advance, allowance, or reimbursement does not meet all three criteria listed above, the payment will be considered to be under a nonaccountable plan. Nonaccountable plan payments are considered income and subject to taxation. For additional information, please read the [Formalization of the University's Accountable Plan](#).

Personal Travel

At times, travelers extend their travel beyond the period required to complete official university business. Travelers are not authorized to be reimbursed for expenses incurred beyond the time required to complete the official business of the university. The Expense Report should include a statement documenting the dates and time 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 it was paid for using university funds. Personal portions of expenses may be documented on the Expense Report in Workday and reduce the traveler's reimbursement. Travelers should be mindful that under IRS rules, if the personal portion of the travel is determined to be more than a minimal amount, a portion or all the travel costs could be taxable to the traveler. A business purpose for personal days must be substantiated with supporting documents. If a traveler has more than seven personal days on a trip, a completed copy of the Taxable Personal Travel Form should be submitted with the travel expense report. A link to the form is provided in the appendix. The Finance Business Center should update the travel type to "Foreign Needs COE Review". This will route the Expense Report to Financial Affairs for review. The Taxable Personal Travel Form allows for an analysis of the taxability of personal travel expenses.

When seeking reimbursement for a trip that includes personal time, the traveler will only be reimbursed for the portion of the trip where he was on official university business. UCF business should begin the day of or the day following the traveler's arrival at their destination. Traveler must attach a document in the attachments section of the Expense Report stating the hours they were on and off state-time to properly determine appropriate meals and lodging allowance.

In the example below, the traveler arrived two days prior to the conference. Therefore, the traveler must go off state time when the flight lands and will therefore not be reimbursed for expenses incurred prior to going back on state time. The traveler will go back on state time at the same time the day prior to the conference.

Date	Description	Expense Requested	Reimbursable Expense
09/10/18	Arrive at airport at 9:10a.m. & arrives at destination at 2:30p.m.	\$250 airfare, \$30 meal allowance, \$200 hotel	\$250 airfare, \$11 meal allowance, \$0 hotel
	Traveler goes off state time at 2:30p.m. when flight lands		
9/11/18	Traveler goes on state time at 2:30p.m. the day prior to the conference		
		\$36 meal allowance, \$200 hotel	\$19 meal allowance, \$200 hotel
9/12/18	Conference Starts	\$36 meal allowance, \$200 hotel	\$36 meal allowance, \$200 hotel
9/13/18		\$36 meal allowance, \$200 hotel	\$36 meal allowance, \$200 hotel
9/14/18	Conference Ends Flight departs at 2:00p.m. traveler returns home at 6:00p.m.	\$17 meal allowance	\$17 meal allowance
Total		\$1,205	\$969

Expenses incurred while back on state time are reimbursable, unless paid for by a third party. If the traveler arrives at a destination more than one day before official university business or returned to headquarters more than one day after the conclusion of official university business, airfare quotes must be included in the Expense Report documenting the cost of airfare if booked for arrival one day prior to university business and return one day after university business.

Appendix

Meeting Information Form

[41-907.pdf \(ucf.edu\)](https://fa.ucf.edu/wp-content/uploads/sites/2/41-907.pdf)

Travel over 30 Days Approval Memo

https://fa.ucf.edu/wp-content/uploads/sites/2/30_Day_Approval_Memo_Exhibit_M.pdf

Lodging within 50 miles Approval Memo

https://fa.ucf.edu/wp-content/uploads/sites/2/Hotel_Accomodations_Within_50_Miles.pdf

Form 41-907 Meeting Information Form

<https://fa.ucf.edu/wp-content/uploads/sites/2/41-907.pdf>

Form 41-978 Approval of Field Advance for Sponsored Research Agreements Form

<https://fa.ucf.edu/wp-content/uploads/sites/2/41-978.pdf>

Fly America Act Exception Form

[cg_FlyAmericaActExceptionForm.pdf \(ucf.edu\)](https://fa.ucf.edu/wp-content/uploads/sites/2/cg_FlyAmericaActExceptionForm.pdf)

Taxable Personal Travel Calculation

[Travel Payables: Forms | Financial Affairs \(ucf.edu\)](#)

Foreign Per Diem Calculation

[Travel Payables: Forms | Financial Affairs \(ucf.edu\)](#)