



UNIVERSITY OF CENTRAL FLORIDA

# Travel Manual

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*Procedures for compliance with UCF travel guidelines.*

September 1, 2021 • Financial Affairs

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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 3-205.2 and 2-903.2. It is the responsibility of the department or project 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. Travel reimbursement vouchers are processed by UCF Financial Affairs (FA) 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. FA 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. FA will make all reasonable efforts to approve reimbursement to the traveler.

All travel is contingent upon available budget and department or project 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 out into three classes:

<b>Class A Travel</b>	Continuous travel of 24 hours or more away from official headquarters.
<b>Class B Travel</b>	Continuous travel of less than 24 hours, which involves an overnight absence from official headquarters.
<b>Class C Travel</b>	Travel for short or day trips where the traveler is not away from his or her 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 [fa.ucf.edu](http://fa.ucf.edu). Under Quick Links, go to Travel, and click the "Book Your UCF Travel via Concur Solutions" link. Employees log in with their UCF single sign on information (NID and password). To use this tool, a user profile must have been set up within Concur. Instructions for creating a profile can be found on the [Travel Payables Useful Links](#) webpage. 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.

## **Travel Purchase Order**

A travel purchase order (PO) is the university's formal document for the approval to incur travel expenses. A requisition for a travel PO must be prepared utilizing the UCF Financials/PeopleSoft online requisition process. A travel PO should be prepared in the name of the traveler, unless the PO is for group travel. In the case of group travel, the travel PO should be in the name of the group leader. All anticipated costs associated with the travel should be included in the amount requested. A travel PO is not required if there will be no expenses to the university. Only one travel PO should be created per trip. As a result, more than one department/project may be used on a travel PO. All travel should be approved by the traveler's supervisor (and the principal investigator in the case of projects) before travel expenses are incurred. The travel PO must also be approved by the department or project's authorized representative prior to incurring travel expenses. Certification of such approval is required when preparing the travel requisition.

## **Types of Travel Purchase Orders**

### ***Blanket Purchase Order***

A blanket PO 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 PO may be set up for a fiscal year or for a shorter period of time. However, all blanket POs will expire at the end of the fiscal year (June 30) or, in the case of projects/grants, on the date specified. A blanket travel PO should be for a minimum of \$100 and should be assigned to a single department/project number.

### ***Individual Trip Purchase Order***

An individual trip PO is for a one-time trip for one individual. A trip consists of travel from their headquarters to the destination(s) and return to headquarters.

### ***Group Purchase Order***

A group PO 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.

## **Travel Category Codes**

When creating a travel PO, a category code should be entered for each line of the requisition. The category code should match the expense type.

<b><u>Category Code</u></b>	<b><u>Description</u></b>
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

**Category Code**

99007011

99007012

99007013

**Description**

Business Calls/Internet

Training/Exhibit/Presentation Materials

Passport/Visa/Immunizations/Conversion Fees

**Encumbrance**

The system will encumber (or hold) the amount of the travel PO to ensure funds are available for the reimbursement of expenses incurred. If the PO is no longer required, an email should be sent to the Travel office at [travelfa@ucf.edu](mailto:travelfa@ucf.edu) for it to be closed. Any unspent funds will revert to the respective department/project. To close a travel PO where all expenses were incurred via a PCard, a zero-dollar voucher must be prepared and sent to the Travel Payables department.

**University Procurement Card**

UCF strongly encourages its faculty and staff to use UCF procurement cards (PCards). A PCard is a Visa card issued in the individual's name; however, the university is responsible for paying the charges. Upon receiving signatory approval from the employee's dean, director, or chair (DDC); responsible fiscal officer (RFO); or vice president and completing the required training, the employee will be issued a PCard through Bank of America in his or her name. A PCard 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 PCard. More detailed information and application instructions can be found on the [PCard website](#). Purchases made with a PCard within Florida are exempt from Florida sales tax. A university PCard 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 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 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 FA.

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 appropriate individual within the department/project and the 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 the travel office prior to booking the flight.

### ***Changing or Canceling Airline Tickets***

Once a ticket has been purchased via university funds, it is the responsibility of the department/traveler to check with the airline regarding its policies on flight cancellations or changes. Any costs incurred to 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 department with a memorandum explaining the cancellation of the trip. The traveler should submit both the original and revised ticket itineraries and receipts with their reimbursement request. Credits for canceled flights booked through Concur for business travel will be available in the traveler's profile. The university may assign credits for canceled 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 reimbursement voucher sent to FA. 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 as travel time home from both domestic and foreign travel. UCF business should begin the day of or the day following a traveler's arrival at his or her 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 entered into a contract with Enterprise/National to provide travelers with greater flexibility. Enterprise's out-of-state rentals are comparable with the Avis/National 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 state rate when booking a rental car with Avis, Budget, Enterprise, or National through the Concur website.

### ***Personal Vehicle Rental***

UCF employees aged 25 and older may rent vehicles for personal use using the Avis/Budget or Enterprise/National contracted rates. Personal rentals by employees does 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 method provided below. The university will not pay for any personal rentals.



**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 submitted with the reimbursement voucher.

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

**Avis/Budget Billing Number**

When booking a rental vehicle through Avis/Budget outside of Concur, travelers must provide a unique billing number. To have the billing number assigned to a UCF PCard, complete the Avis Wizard form available on the travel website and submit it to Avis/Budget using the submit button on the form. By using the unique billing number assigned to a PCard, the department’s PCard holder can make a reservation for an employee traveler who does not have a UCF PCard as well as for non-employee travelers.

**Reservations**

When making an Avis/Budget reservation outside Concur, state of Florida contract rates must be specifically requested.

**Enterprise/National Billing Number**

When booking a rental car through Enterprise/National outside of Concur, travelers must use a unique billing number. To have a unique billing number assigned to a UCF PCard, email the request to [travelfa@ucf.edu](mailto:travelfa@ucf.edu) and attach the completed Billing Account Request located on the FA Travel Payables site under the forms section.

**Reservations**

When making an Enterprise/National reservation outside Concur, UCF contract rates must be specifically requested by using contract number 07C1201. To ensure that economy vehicles are reserved, the request should be made by vehicle class rather than vehicle make or model.

To reserve an Enterprise/National vehicle by means other than through Concur, call 1-800-Rent-A-Car, or use the following customized link:

[http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=UCF1201](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=UCF1201)

**Account Service Representative**

UCF’s Enterprise/National account service representative is Dana Fischbeck, 407-373-6883.

**UCF Contract Number**

When reserving a vehicle in the performance of business on behalf of the university, use contract number 07C1201.

### ***UCF Employee Personal Discount***

Employees may take advantage of the discounted state rates for personal use by using contract number XZ78990. Please note that insurance is not included in the employee discount program.

### ***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. They should advise the UCF Compliance, Ethics, and Risk Office at (407) 823-6263.
4. If a UCF employee is injured, contact Human Resources at (407) 823-2771.

### ***Use of Other Vehicle Rental Companies***

The Avis/Budget and Enterprise/National 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 a company other than Avis/Budget or Enterprise/National. When Avis/Budget or Enterprise/National cannot provide vehicles or the time/distance to the nearest Avis/Budget or Enterprise/National location is not cost effective or practical, then another car rental company may be used. However, UCF requires justification if an agency other than Avis/Budget or Enterprise/National is used domestically. Additionally, either documentation showing that Avis/Budget or Enterprise/National did not have vehicles available or comparison rates or information regarding the impracticality of the Avis/Budget or Enterprise/National location must be provided with the reimbursement voucher. It is recommended that this approval be 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 destinations, unless approved by the vice president or provost.

### ***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 per diem 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 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 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 his or her 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, the Travel office 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 reimbursement being limited to the base rate of \$200 per night. Acceptable documentation includes screenshots 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.

### ***Conferences and Conventions***

Travelers attending a conference should submit the following documentation along with their reimbursement request: registration form, a receipt showing the registration payments, 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 \(#41-907\)](#) should be submitted.

### ***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 travel PO must be in place before advance payment can be made by FA via a university check or by university PCard. The department must submit the following documents to Travel Payables at least three weeks prior to the due date of the registration fee in order for it to be paid by check:

- A completed and signed [Invoice/Payment Transmittal Form \(#41-909\)](#).
- A completed registration form, including the fee schedule

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

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 screenshots 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 reimbursement voucher. 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 his 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 reimbursement voucher 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 7 a.m., actual mileage from the traveler's residence may be claimed. When returning from travel after 6 p.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, roundtrip mileage and tolls from the traveler's residence to the airport are permissible.

## **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, and \$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:

### Day of Departure

Breakfast	When travel begins before 6 a.m.
Lunch	When travel begins before noon
Dinner	When travel begins before 6 p.m.

### 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.

## 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 6 a.m., 6 a.m. to noon, noon to 6 p.m., and 6 p.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 include a statement of understanding of their entitlement to the full meal allowance provided by law and verifying 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 between per diem or lodging plus meals may be made by the traveler for each day of the trip.

## 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 reimbursement voucher. Receipts smaller than 8.5 inches by 11 inches should be taped to or photocopied onto an 8.5-inch by 11-inch sheet of paper.

## Lost Receipts

If the 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, the date incurred, and 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/bus/limo/shuttle***

Receipts are required for taxi, bus, limousine, and shuttle charges over \$25. Gratuities will only be reimbursed up to 15 percent 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 attached to the reimbursement voucher. 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/shuttle service may not exceed 15 percent of the fare, rounded up to the next dollar. Receipts are required for any gratuity more than \$25.
- Actual amount paid for mandatory valet parking, which was necessary in the performance of business, is not to exceed \$1 per occurrence.
- Actual portage charges paid are 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 the 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.

### *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 phone calls, personal expenses, gas for a personal vehicle, mileage between home and official place of work, parking fines, traffic tickets, room services, movie rentals, alcoholic beverages, loss or damage to personal items, and 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 were included as part of a registration fee.

## **Foreign Travel**

### **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 on 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 U.S. flag carrier or U.S. 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 U.S. 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 department or will be moved to a suitable nonfederal funding source.

Exceptions must be documented through completion of the UCF Fly America Act Exception Form (available from the Office of Research) and included with the travel reimbursement voucher. Failure to complete UCF Fly America Act documentation will result in the expense being disallowed from federally funded accounts.

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 do one of the following:

1. Increase the number of aircraft changes you must make outside of the U.S. by two or more.
2. Extend your travel time by at least six hours or more.
3. Require a connecting time of four 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 do one of the following:

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

If an exemption is needed, do the following:

1. Complete the form indicating the reason for the exemption.
2. Attach a proposed itinerary of the trip with the completed form to the requisition.

Exceptions will be reviewed by the Travel Payables office.

The [Fly America Exception Form](#) can be found on the Office of Research 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 888-407-4747. It is also 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.



## Using Concur for Foreign Travel

Travelers should use Concur when booking international travel. Booking through Concur allows the university to know where its travelers are at any given time. In the case of an emergency, the university can recall travelers or send information to travelers via text or email. The tools section of Concur also provides links to useful websites such as the U.S. Department of State’s travel warnings page.

## 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 U.S. Department of State’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 found on the U.S. Department of State 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 (M&IE) 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 [U.S. Department of State website](#).

### *Foreign Per Diem Example*

London, UK	
Lodging	\$299
Meals and 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 the actual lodging 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 percent above the prevailing foreign per diem lodging amount provided by the U.S. Department of State. The actual daily rate for a conference hotel must be supported by the conference documentation and included in the reimbursement voucher package. 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 reimbursement voucher 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.

### **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 8 a.m., lunch until 2 p.m., and dinner until 8 p.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 travel reimbursement.

### **Travel Under Special Circumstances**

Travel under the following circumstances requires additional levels of approval. The traveler should contact FA Travel Payables for additional information, (407) 882-1000.

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

### ***30-day Rule***

Employee travel for more than 30 days to a single location requires approval from the provost or appropriate vice president.

### **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 and 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 POs should be requested via the online purchase requisition process. When submitting a reimbursement for group travel, it is necessary to provide a roster of the travelers in the group. The travel reimbursement form should be completed and marked as group travel with the group leader listed as the vendor. The reimbursement voucher should be sent to Travel Payables with all applicable receipts. Only the group leader is eligible to be reimbursed by Travel Payables. 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 reimbursement voucher 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 may request travel advances. The following is required to process a travel advance:

- The travel must be for a duration of five or more days.
- The advance may not 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/Department Responsibilities***

- The travel PO and the [Application for Advance on Travel Expense, form 41-552](#), should be submitted to Travel Payables 21 days prior to the departure date in order to ensure sufficient processing time.
- A reimbursement voucher is required to be completed within 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 by the department accountant into UCF Student Account Services within 10 business days of the trip's end date.
- A copy of the Student Account Services documentation and a copy of [form 41-552](#) should be attached to the reimbursement voucher.

### ***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 total amount of the advance is to be reconciled within 10 business days of return to UCF from the remote site or within 10 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.

## **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.

### ***Temporary Work Location 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 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.

### ***Secondary Work Location 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 he is 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.

### ***Travel Between UCF Campuses Example***

An employee's main work location is the UCF main campus. The employee has a meeting from 4 p.m. to 5 p.m. at the 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.

## Voucher for Reimbursement of Travel Expenses

The Voucher for Reimbursement of Traveling Expenses, [form 41-901](#), (commonly referred to as a reimbursement voucher/RV) is the document used to reimburse travelers for expenses incurred while on official university business. The reimbursement voucher should include all expenses incurred in connection with the travel. In addition, copies of conference or meeting agendas that include the dates and activities should be provided. Reimbursements may not be made until after travel has been completed. Travel RV packets must be submitted electronically by emailing [travelfa@ucf.edu](mailto:travelfa@ucf.edu). If the file is too large to email, contact [travelfa@ucf.edu](mailto:travelfa@ucf.edu) for assistance.

### Supplemental Voucher

If after a reimbursement voucher has been paid, it is discovered that a reimbursement item(s) was omitted, a supplemental voucher may be submitted. To submit a supplemental voucher, the following steps need to be taken:

1. Write the words "Supplemental Voucher" across the top of the voucher.
2. Prepare the supplemental voucher with all the same basic information that was included on the original voucher. In the monetary columns, only list the charges that were not paid on the original voucher.
3. Attach a copy of the original voucher marked "For Reference Only."

### 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 the following criteria:

1. Business connection to UCF.
2. Adequate substantiation of expenses within a reasonable amount of time.
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 10 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 are 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 travel reimbursement voucher should show “Personal” for the dates 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 it was paid for using university funds. 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 reimbursement voucher. This 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. 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 9:10 a.m. and arrive at destination at 2:30 p.m.	\$250 airfare, \$30 meal allowance, \$200 hotel	\$250 airfare, \$11 meal allowance, \$0 hotel
	Traveler goes off state time at 2:30 p.m. when flight lands		
9/11/18	Traveler goes on state time at 2:30 p.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 2:00 p.m. Traveler returns home at 6:00 p.m.	\$17 meal allowance	\$17 meal allowance
<b>Total</b>		\$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 reimbursement voucher documenting the cost of airfare if booked for arrival one day prior to university business and return one day after university business.