



UNIVERSITY OF CENTRAL FLORIDA

Electronic Preparation and Submission of Travel Reimbursements

Travel Reimbursement form

A completed Travel Reimbursement packet should include the first three pages of the travel reimbursement form (RV), traveler and supervisor signatures with job titles, and all supporting documents, including but not limited to receipts, airline tickets, and conference agendas or meeting information forms.

If the traveler is unable to sign, please insert “traveler unavailable for signature” in the designated area for the traveler’s signature. Please note that a supervisor signature is required in all circumstances. An email approval from both the traveler and/or supervisor will suffice in lieu of a signature if unobtainable.

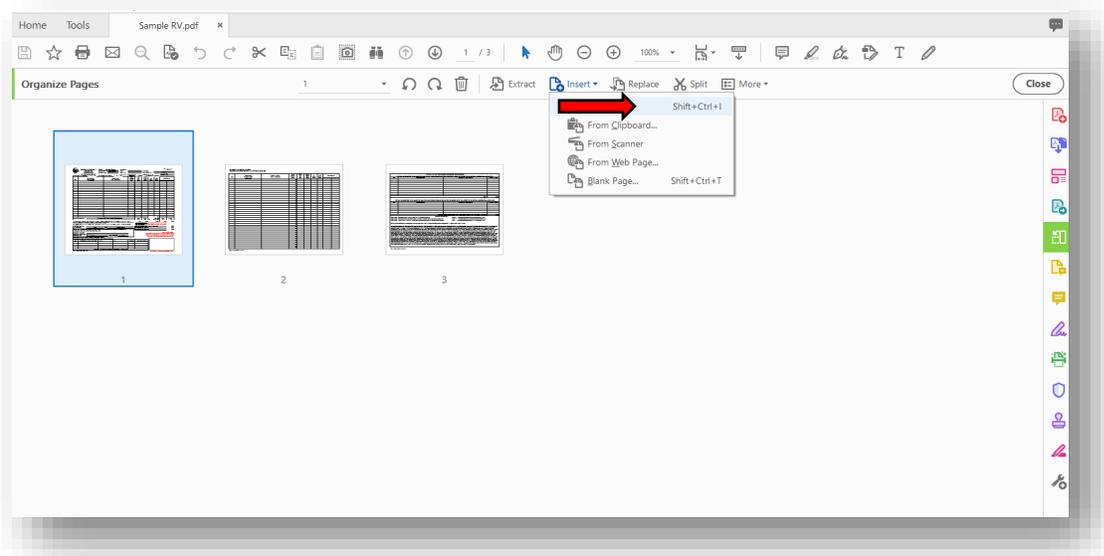
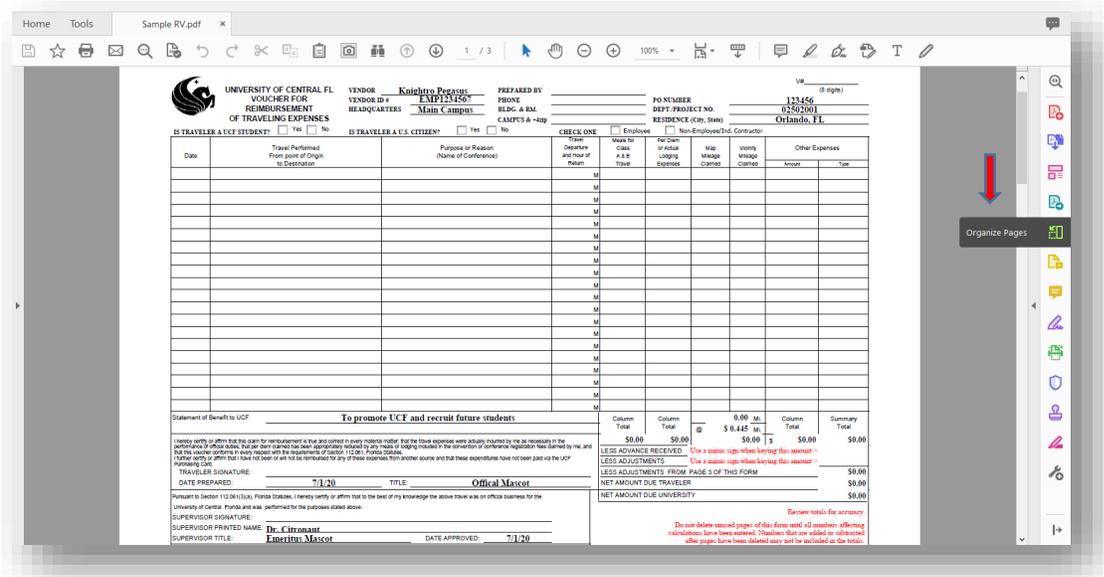
Documentation needed

Please include all pertinent documentation. For example: airline tickets showing the flight arrival and departure dates and times; fare class (economy, business, etc.); currency conversions and completed foreign per diem worksheet, when applicable; registration receipt; and an itemized hotel receipt. If necessary, include comparable hotel and flight quotes if an exception was made to the travel policy (refer to page 14 of the [Travel Manual](#) for further information on required documentation).

How to Electronically Prepare a Reimbursement Packet

1. Prior to submission, please combine all separate files into a single PDF. Download and save the Voucher for Reimbursement of Traveling Expenses, Form 41-901, by clicking the “Save As” button once you have opened the file from the Travel website or right click on the link to the form and click “Save Target As.” Once you have saved the file, open the reimbursement voucher PDF and select “Organize Pages” → “Insert” → “From File,” then select the files from your computer that you want to include in the reimbursement packet.

***Note:** Please do not insert documents using the paper clip in Adobe. This can increase the file size and may render it unable to send in a single email.



2. Order of documents should be arranged in the following configuration: conference agenda, meeting information form, or Outlook calendar; registration receipt; airfare receipt; itemized hotel receipt; mileage maps; parking receipt; toll receipts; other applicable receipts by date.
3. Once you have successfully combined all files into a single PDF, rename the document according to the following naming conventions:

Individual Travel RV
 Traveler's first and last name, PO#, destination
 Example of Individual: John Doe_PO333444_New York, NY.pdf

Blanket Travel RV

Traveler's first and last name, PO#, BLANKET, travel end date
 Example of Blanket: John Doe_PO333444_BLANKET_10.31.20.pdf

Group Travel RV

Group leader's first and last name, PO#, destination
 Example of Group Travel: John Doe_PO333444_New York, NY.pdf

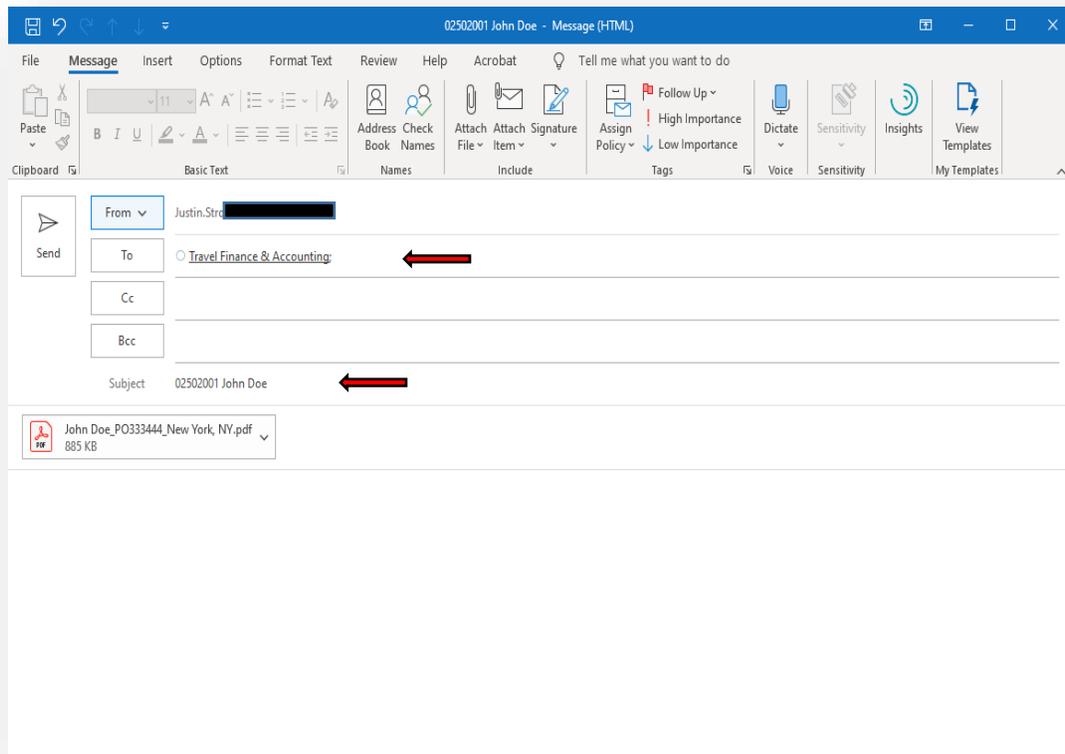
ROTT

Name of individual being reimbursed, PO#, ROTT
 Example of ROTT: John Doe_PO333444_ROTT.pdf

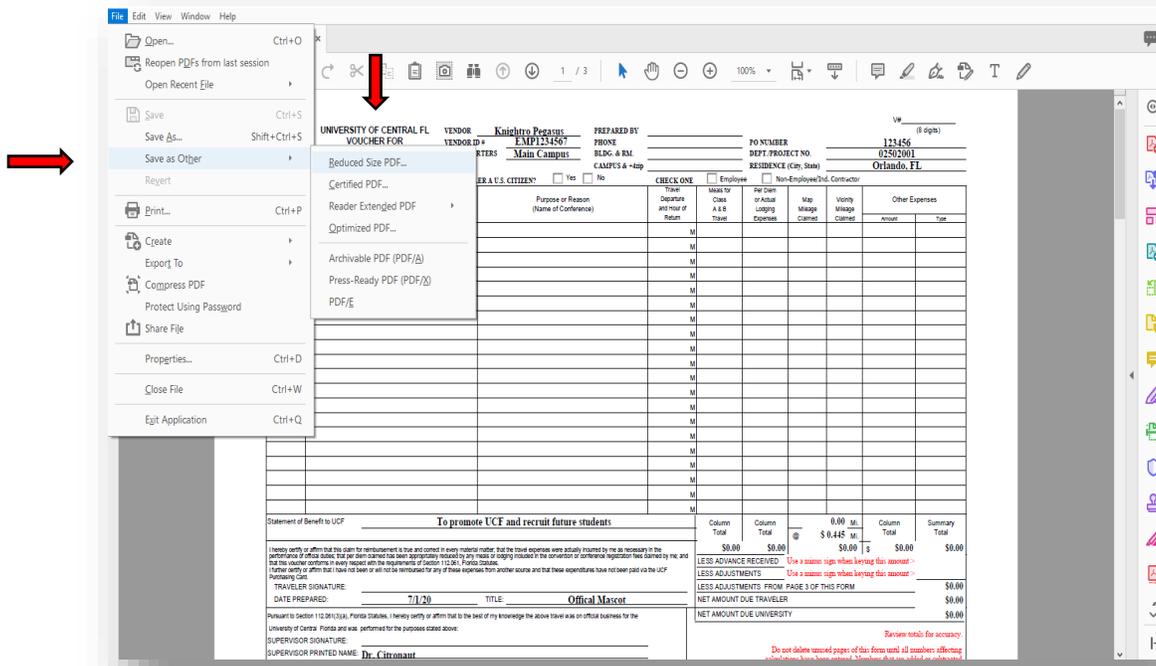
- Once the form has been completed and all required supporting documents have been added, the RV should first be reviewed for completeness and accuracy by the traveler, then electronically signed by clicking the "sign here" flag. Once the reimbursement packet has been signed by the traveler, it should be reviewed and electronically signed by the supervisor using the "sign here" flag next to the supervisor signature field.

				M						
				M						
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				M						
Statement of Benefit to UCF ?					Column Total	Column Total	0.00 Mi.	Column Total	Summary Total	
I hereby certify or affirm that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me; and that this voucher conforms in every respect to the requirements of Section 112.061, Florida Statutes. I further certify or affirm that I have not been or will not be reimbursed for any of these expenses from another source and that these expenditures have not been paid via the UCF Purchasing Card.					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAVELER SIGNATURE: [Signature] ?					LESS ADVANCE RECEIVED ? Use a minus sign when keying this amount >					
DATE PREPARED: [Date] TITLE: [Title]					LESS ADJUSTMENTS ? Use a minus sign when keying this amount >					
Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business for the University of Central Florida and was performed for the purposes stated above.					LESS ADJUSTMENTS FROM PAGE 3 OF THIS FORM				\$0.00	
SUPERVISOR SIGNATURE: [Signature] ?					NET AMOUNT DUE TRAVELER ?				\$0.00	
SUPERVISOR PRINTED NAME: [Name] ?					NET AMOUNT DUE UNIVERSITY ?				\$0.00	
SUPERVISOR TITLE: [Title] DATE APPROVED: [Date]					Review totals for accuracy.					
TRAVEL PERFORMED BY COMMON CARRIER OR UNIVERSITY VEHICLE					Do not delete unused pages of this form until all numbers affecting calculations have been entered. Numbers that are added or subtracted after pages have been deleted may not be included in the totals.					
NOTE: If travel was performed by Common Carrier and paid for personally, receipt must be furnished. ?										

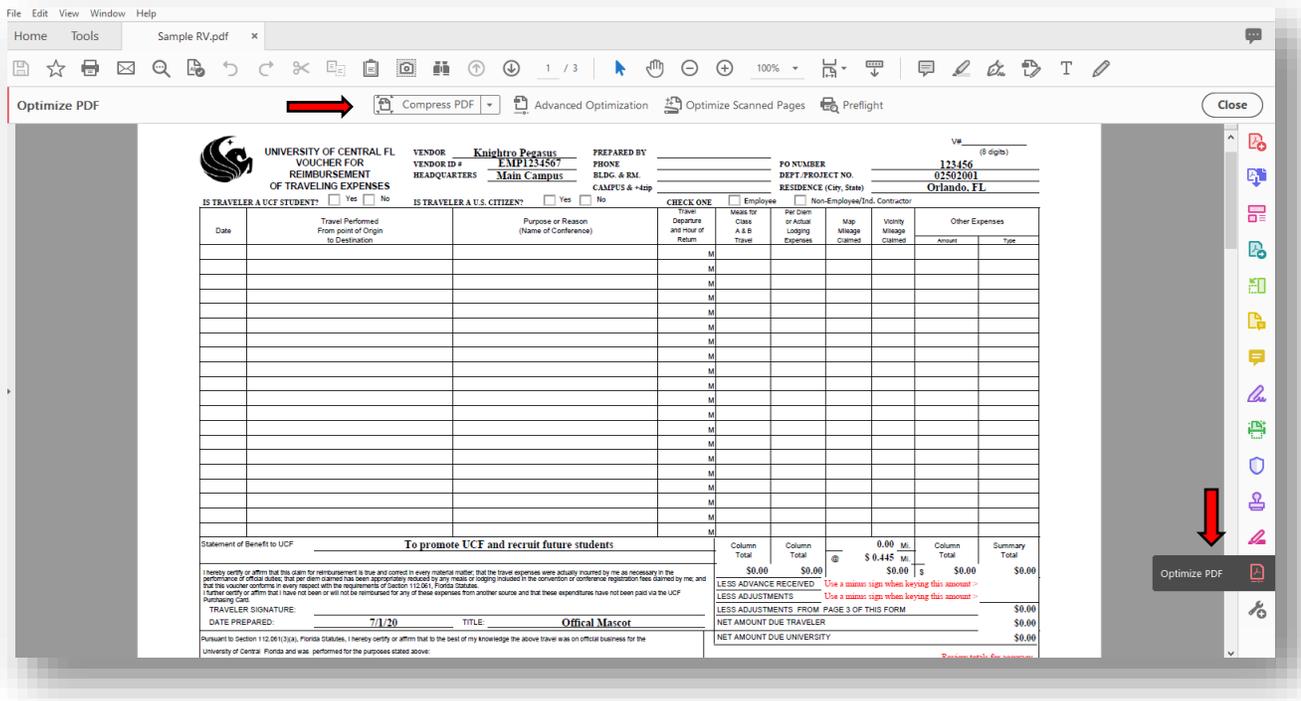
- Email the completed reimbursement packet to travelfa@ucf.edu. Include the department/project number and the traveler's name in the subject line of the email.



If the file size is too large to email, use one of the following methods to reduce the file size:
Go to “File” → “Save as Other” → “Reduced Size PDF,” then click save.



Additionally, you can navigate to “Optimize PDF” → “Compress PDF” (“Reduce File Size” may appear depending on your current version of Adobe Acrobat, however the functionality is the same) then click save.



If the file is still too large to email after compressing with the steps provided above, please email travelfa@ucf.edu for an alternate electronic submission method. Do not send a paper version to the travel office. Paper versions will be returned and will not be processed.