



Travel Reference Guide

for Business Travelers

FINANCE & ACCOUNTING
UNIVERSITY OF CENTRAL FLORIDA • ORLANDO, FL



Per Diem



For domestic travel, a traveler may be paid a straight per diem rate of \$80 per day with no receipts for meals and lodging. If lodging receipts are provided, meals will be reimbursed using the per diem rates listed below.

Allowable Meals and Lodging

DAY OF DEPARTURE

- Breakfast: When travel begins before 6 a.m. - \$6
- Lunch: When travel begins before Noon - \$11
- Dinner: When travel begins before 6 p.m. - \$19

DAY OF RETURN

- Breakfast: When travel ends after 8 a.m. - \$6
- Lunch: When travel ends after 2 p.m. - \$11
- Dinner: When travel ends after 8 p.m. - \$19

LODGING

- Lodging will be paid at the single room rate.
- A limit of \$200 a night applies to non-conference hotels unless business justification and quotes for other hotels in the area are provided.
- An itemized receipt showing payment should be submitted with your reimbursement.
- Foreign non-conference hotels are paid at rates set by the U.S. Department of State (https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

Things to Remember

University purchasing cards (PCards) should be used for most of your travel expenses, except meals.

Airline tickets should be economy class.

UCF has a contract with Enterprise National. If you reserve anything other than a compact car, you may be limited to reimbursement of the compact/economy car rate.

Keep any conference materials you receive. These are important to properly calculate your meal allowance.

Provide an itemized hotel receipt that shows payment. Hotel rates should be reasonable for the area traveled to.

UCF needs your receipts. UCF cannot reimburse without receipts.

Meal reimbursements are only available for overnight trips (return must be 24 hours after departure).

Pre-approvals are required before a purchase order (PO) is created.

If travel is over 30 business days to a single location, provost approval is required.

An overnight stay within 50 miles of headquarters or home requires provost approval.

A PO must be in place prior to reservations or payment being made.

For More Information

Phone: 407.882.1000

Email: TRAVELFA@ucf.edu

Website: FA.ucf.edu/TRAVEL-PAYABLES-ABOUT/

I. Airfare

- A traveler is allowed up to three hours before a flight and up to two hours after a flight as travel time to and from the airport for both domestic and foreign travel.
- A detailed itinerary and receipts are required and should include class of fare and ticket number.
- Justification and original and revised itineraries supporting monetary changes are required for flight changes.
- Travelers are required to fly coach/economy and purchase non-refundable tickets.
- Receipts are required for all baggage fees.

II. Rental Cars - Enterprise/National

- Make reservations by phone, (877) 690-0064, using contract #07C1201, or at https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=UCF1201.
- Provide the UCF contract number, 07C1201.
- Collision Damage Waiver (CDW) insurance is included in Enterprise contracted rates.
- Written justification is required for upgrading from a compact/economy car.
- E-tolls are an allowable expense with Enterprise National.

III. Mileage

- Vicinity mileage is travel within city limits. Over 50 miles per day requires justification.
- Enter map mileage and vicinity mileage as separate line items on the reimbursement voucher.

IV. Personal Travel

- Be mindful that under IRS rules if more than a minimal portion of the trip is personal, some or all travel costs could be taxable to the traveler.
- If more than seven days of a trip are personal in nature, the Taxable Personal Travel form should be completed and submitted with the travel reimbursement voucher, <http://fa.ucf.edu/travel-payables-forms/>.



IV. Lodging

- Itemized, paid hotel receipts are required.
- Justification, including comparable quotes at time of booking, is required if a non-conference hotel room rate exceeds \$200 per night.
- Lodging may only be reimbursed for the single occupancy rate.
- Certify that phone calls and/or internet use are for business purposes.

V. Conferences/Meetings

- Traveler may not claim a meal allowance if the meals were included in the registration fee paid by the university. This applies even if the traveler decides not to eat the meals.
- Dietary needs should be addressed at time of registration. Traveler should confirm with conference that alternative meals will be provided.
- "Continental breakfast" and "banquets" are considered meals - at the conference.
- A reception is not considered a meal.
- Submit the conference agenda with the reimbursement voucher receipts.
- Where no official meeting agenda exists, traveler should submit a meeting information form, <http://fa.ucf.edu/wp-content/uploads/sites/2/41-907.pdf>.

VI. Incidental Expenses Not Requiring Receipts

- Meals - Traveler reimbursed at set meal allowance rates.
- Shuttle/taxi fares - Under \$25 per occurrence, including tips (maximum reimbursable tip of 15 percent rounded up to the next dollar).
- Parking charges - Under \$25 per occurrence.
- Tolls - Under \$25 per occurrence.
- Portage - Limited to \$1 per bag, per occurrence (five-bag maximum).

VII. Incidental Expenses Requiring Receipts

- Business calls/internet use - Include UCF business purpose.
- Checked/excess baggage fees.
- Registration fees - Include documentation (agenda and brochure) showing the date, location, registration fee, and meals provided.
- Shuttle/taxi fares - In excess of \$25 per occurrence (maximum reimbursable tip of 15 percent rounded up to the next dollar).
- Packing charges - In excess of \$25 per occurrence.
- Passport/visa fees - For official business only.
- Laundry, dry-cleaning, and pressing - After seven consecutive days of travel with an itemized receipt.

VIII. Foreign Travel

- Non-conference lodging will only be reimbursed based upon the original paid lodging receipts and only up to the maximum foreign lodging amount as specified in the U.S. Department of State tables, including taxes and fees (https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).
- Itemized, paid hotel receipts are required.
- Meal rates for foreign travel do not begin until the traveler arrives at the foreign destination and terminate when the traveler departs from the foreign country.
- Foreign incidentals are reimbursed in the same manner as domestic incidentals.
- A traveler may be paid a straight per diem rate of \$80 for meals and lodging if itemized receipts aren't provided and a reimbursement is requested for lodging.

