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 Avis/Budget. 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 days to a single location, provost or VP approval is required.

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

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 - Avis/Budget
- Make Avis reservations at Avis.com using contract number (AWD) A113400
- Make Budget reservations at Budget.com using contract number (BCD) T417600.
- Collision Damage Waiver (CDW) insurance is included in Avis/Budget contracted rates.
- Written justification is required for upgrading from a compact/economy car.
- E-tolls are an allowable expense with Avis/Budget.

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. 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.
- Itemized, paid hotel receipts are required.

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.

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).