

Advancement | UCF Foundation, Inc.

Travel Reimbursement Policy

Policy# 7.34

Effective Date: 12/15/2020

Responsible Department: Accounting

1. **PURPOSE**

The purpose of this policy is to outline the use of University of Central Florida Foundation, Inc. (Foundation) funds for the reimbursement of expenses incurred while traveling for official University of Central Florida (University) or Foundation business.

2. **APPLICABILITY**

This policy applies to all University employees requesting payment from or administering Foundation funds.

3. **POLICY**

Subject to appropriate documentation, approvals, and state-imposed limits, the Foundation will pay reasonable and necessary travel and conference expenses incurred as a result of official University or Foundation business. Accordingly, all official travel should be planned so the best interests of the Foundation and University are served at the most reasonable costs.

4. **PROCEDURES**

In order to be reimbursed, all travel should be approved by the traveler's supervisor and the appropriate project authorizer before any expenses are incurred. Supervisor approval includes validating the business purpose of the trip, the benefit to the University, and that travel arrangements will be adequate to complete required business. Travel for more than 30 business days to a single location or overnight travel within 50 miles of employee's primary work location require Provost, Vice President or designee approval to be eligible for full reimbursement.

Foreign travel to restricted destinations (countries with current travel warnings issued by the U.S. Department of State) must be approved by submission of a Foreign Travel Preliminary Approval form (listed below) and must be in compliance with University policy 2-903, Travel to Restricted Destinations. Use of Foundation funds for activities related to or involving travel to a terrorist state as designated by the U.S. Department of State (as of 2015 - Cuba, Iran, Sudan, and Syria) is prohibited by Florida statute. Irrespective of who is paying for or reimbursing travel expenses, international travel procedures should be reviewed and followed for specific types of international travel associated with University (e.g., foreign travel to restricted destinations, field research, study abroad, and travel funded by sponsored programs) These procedures can be found in University's policy 2-903.2, Travel to Restricted Destinations.

Florida Statute 1001.706(6) (c) states University employees are public employees for the purposes of travel and are bound by the travel requirements provided in Florida Statute (FS) 112.061, per diem and travel expenses of public officers, employee, and authorized persons. The restrictions set forth in FS 112.061 and the Florida Administrative Code 691-42, Travel Expenses, are incorporated into the Foundation Travel Manual (listed below). In order to be eligible for reimbursement from the Foundation, the rules and procedures set forth in the travel manual must be followed. Requests for reimbursement for travel must be submitted to Foundation Office of Accounting on a Travel Reimbursement Request form (listed below), signed by the traveler, the traveler's supervisor, and project authorizer.

5. RELATED INFORMATION

Florida Statute 112.061

Florida Administrative Code 691-42

Florida Statute 1011.90(6)

UCF Policy 2-903.2

5. FORMS

Foundation Travel Reimbursement Request Form

5. CLARIFICATION

Requests for clarification of this policy should be sent to the Associate Vice President and Chief Financial Officer.

Certified as approved by the Executive Committee of the Foundation Board of Directors on December 15, 2020.

Name: Rachel Schaefer

Title: Associate Vice President for Advancement Strategy and Chief Operating Officer

Revision history:

Adoption Date:

Revised: