



Advancement

UNIVERSITY OF CENTRAL FLORIDA

Travel Manual

Procedures for compliance with
UCF Foundation travel guidelines

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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, UCF policies 3-205.2 and UCF Foundation policies. It is the responsibility of the department or project to inform all travelers, both employee and non-employee, who will seek reimbursement from the foundation of the various travel requirements.

All facets of travel are to be by the most efficient and economical means. Travel reimbursement requests are processed by Foundation Finance and Accounting (FF&A) in compliance with Internal Revenue Code, Florida laws, university and foundation’s policies and procedures. The Foundation is a 501(c)(3) not-for-profit entity and it is important that all travel expenses be directly related to the business purpose of the trip and evidenced by supporting documents. Additional documentation or justification may be required to support the reimbursement of expenses claimed. FF&A may make positive or negative adjustments to reimbursement requests, as necessary, to comply with applicable statutes, policies, and procedures.

If receipts described in the manual are unavailable, other forms of back-up may be permissible with justification so that reimbursement of the item can still take place. FF&A will make all reasonable efforts to approve reimbursement to the traveler.

Exceptions to the travel policy should be rare and must be approved by the Vice President or designee for the respective department. For administrative purposes, certain exceptions in de minimis values may be approved by the traveler’s supervisor.

Travel Class

Per Florida Statute §112.061, travel is broken out into three classes:

Class A Travel	Continuous travel of 24 hours or more away from official headquarters.
Class B Travel	Continuous travel of less than 24 hours, which involves an overnight absence from official headquarters.
Class C Travel	Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

The foundation does not provide a subsistence allowance or per diem for Class C travel.

Travel Arrangements

Travelers must seek supervisor approval before making any travel arrangements. All individuals that possess a foundation credit card should utilize the business credit card for all travel arrangements.

Airfare/Common Carrier

Travelers are authorized to make their own travel arrangements. Airline tickets must be economy or coach class. An itemized 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 the Vice President or designee of the respective department and Foundation CFO.

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 FF&A accounts payable team before booking the flight.

Changing or Cancelling Airline Tickets

Once a ticket has been purchased using foundation 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.

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 request sent to FF&A.

Travel Time

A traveler is allowed up to three hours before a flight and up to two hours after a flight as travel time for 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 brands. Avis/Budget should be the rental agency of choice when booking a rental car in the United States, including Hawaii, Alaska, and Puerto Rico.

Reservations

Reservations should be made using the Avis or Budget reservations website. Renters should use the appropriate Avis Worldwide Discount (AWD) or Budget Corporate Discount (BCD) code at the time of the reservation to receive the contracted rates shown on the [price sheet](#):

Brand	Business Use Rentals	Leisure Use Rentals
Avis (AWD)	A113400	S954700
Budget (BCD)	T417600	T118900

Avis reservation website: <https://www.avis.com/en/home>

Budget reservation website: <https://www.budget.com/en/reservation/make-reservation>

Reservations can also be made by contacting the Avis/Budget toll-free number; renters should be prepared to provide the AWD or BCD shown above when making a reservation:

STATE OF FLORIDA RESERVATION DESK: 800-338-8211

Vehicle Classes

Under normal travel conditions, the following vehicle sizes should be used. If there is to be an exception, a justification is required when submitting the Travel Reimbursement Form. Foundation regulations do permit exceptions for medical reasons (on a case by case basis).

Vehicle Classes

Compact	1 – 2 travelers
Intermediate	3 – 4 travelers
Full Size	5 travelers
Mini Van	5 – 7 travelers
Passenger Van	8+ travelers

Account Service Representative

The state of Florida's Avis/Budget account service representative is Raylene Clegg, floridahelp@avisbudget.com OR 800-525-7521.

Avis/Budget State Contract Number

78111808-20-1

Collision Damage Waiver (CDW)

Following are the guidelines for CDW reimbursement:

- A traveler will not be reimbursed for accepting CDW when using the State of Florida contract as this coverage is included in the contracted price.
- When circumstances require the use of another vehicle rental agency, CDW should be accepted and will be reimbursed.
- When travelling outside the United States, CDW should always be accepted regardless of the rental agency used.

Personal Accident Insurance (PAI)/ Additional Liability Insurance (ALI)

Travelers should not secure this coverage if traveling using the State of Florida contract with Avis/Budget in the U.S. However, travelers shall secure this insurance and will be reimbursed for all other rentals.

Accidents

The rental contract includes 100% coverage for all collision damage to vehicles. Promptly take the following actions concerning vehicle accidents:

- (a) Obtain a police report
- (b) Report the accident to rental vendor
- (c) Advise the traveler's UCF Department who should advise UCF Compliance, Ethics, and Risk Office at 407-823-6263.
- (d) When using Foundation funds, notify UCF Foundation CFO's office at foundationaccounting@ucf.edu
- (e) If a UCF employee is injured, follow the University's policy and contact Human Resources at 407-823-2771.

Use of Rental Vehicles Other Than Avis/Budget When Renting in U.S.

This contract does not prohibit the use of rental vehicles that have lower net rates, inclusive of primary insurance coverage, including required payment for Collision Damage Waiver, Loss Damage Waiver, Personal Accident insurance, or when the contract vendor cannot provide vehicles, or when due to travel time or distance to contractor's rental location, it is not cost effective and/or practical to use vehicles provided by contractor.

NOTE: Purchase of Collision Damage Waiver, Loss Damage Waiver and Personal Accident Insurance is required and is reimbursable if a vehicle is not rented through the State of Florida contract with Avis/Budget in the U.S.

Other Requirements When Renting a Vehicle

Mandatory Seat Belt Use

All seated occupants of Foundation rented vehicles are required to utilize the seat belt or restraint system provided.

Parking and Other Traffic Violations

Parking and other traffic violations are the sole responsibility of the driver. The rental agency, the UCF Foundation, the State of Florida, and UCF are not liable.

Receipts

The traveler should obtain a copy of the receipt from the rental agency at the time the vehicle is returned and attach it to the reimbursement form when submitted to UCF Foundation Accounts Payable.

Reimbursement for Fuel Purchased

For business purpose travel when using a rental vehicle, gasoline receipts should be turned in with the traveler's Travel Reimbursement Form and the cost is to be included as an incidental expense. It is recommended that the traveler fill the tank before returning the vehicle to Avis/Budget or another rental agency.

Valid Driver's License

Employees are required to have a valid driver's license when operating a vehicle related to university or foundation business and are expected to operate the auto in a safe and defensive driving manner in accordance with the law.

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 of a standard room 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 expenses.

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.).

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. Where possible such expense should be paid using the Foundation corporate credit card or the university P-card.

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.

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, the traveler's supervisor will be responsible for ensuring a valid business purpose of the expense, which is indicated by supervisor's approval on the reimbursement request form.

Travel Exceptions

When customarily approved travel methods are not available, the traveler must document the justification for not following state, university, or foundation 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 foundation 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 their place of employment.

Mileage Allowance

Travelers using a personal vehicle are authorized to be reimbursed at a rate of \$0.445 per mile. 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 request showing the comparable transportation costs.

Computing Mileage

When traveling for a work assignment other than to your primary work location the traveler will be reimbursed actual miles traveled and tolls paid. If a family member drives you to the airport in your personal vehicle, round trip mileage and tolls from the traveler's residence to the airport are permissible.

Traveling between the employee's residence and primary work location is considered personal mileage and will not be reimbursed. The supervisor is responsible for ensuring proper mileage calculation for business purpose.

Insurance

Employees who travel on university or Foundation business in their personal vehicle are primarily liable for any losses. Employees are responsible for paying any deductibles required by their insurance company. In order to comply with risk management underwriting guidelines, all employees who use their personal vehicle for university or Foundation business must maintain the minimum level of insurance required by Florida law.

Per Diem and Meal Allowances

A traveler will be eligible for meal allowances when travel takes place overnight. Trip return must be at least 24 hours after departure.

Meals will be reimbursed based on actual receipts submitted, or per diem. Per diem meals are paid as follows:

- Breakfast \$6, Lunch \$11, and Dinner \$19. Receipts are not required for per diem reimbursements.
- If a traveler hosts a business meal with donors or outside constituents, the traveler will be reimbursed for the actual expense, in accordance with the Foundation's Meals for Business Meetings and Banquet/Reception Events policy.

The meal allowance is based on the following schedule:

Day of Departure	
Breakfast	When travel begins before 6AM
Lunch	When travel begins before noon
Dinner	When travel begins before 6PM

Day of Return	
Breakfast	When travel ends after 8AM
Lunch	When travel ends after 2PM
Dinner	When travel ends after 8PM

A traveler claiming less than the full meal allowance or per diem authorized by Section 112.061(6), Florida Statutes, should include on his travel voucher a statement that he understands that he is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.

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.

Lost Receipts

If the required receipt is not available, the traveler should attach a signed statement to the travel reimbursement certifying that an expense was incurred and should include the type of expense, the date incurred, the amount, and supervisor's written acknowledgment. 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, limo, 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 is inclusive of gratuities.

Storage and Parking Fees

Receipts are required for storage or parking fees more than \$25. Valet parking is reimbursable only if self-parking is not available.

Tolls

Receipts are required for tolls in excess of \$25 per day. 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 amount greater than \$25.
- Actual tips paid for mandatory valet parking, which was necessary in the performance of business, not to exceed \$1 per occurrence.
- Actual portage charges paid, 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

Fees charged to purchase traveler's checks/exchange currency for foreign travel expenses that are part of official business.

Maps

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.

Incidental Allowance

A traveler may be reimbursed for other incidental expenses, without a receipt, not to exceed \$25 per trip. This can include, for example, additional gratuities or the purchase of snacks and non-alcoholic beverages at your hotel. Written acknowledgement by the traveler's supervisor must be provided with the reimbursement request.

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 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 foundation for any expenses that were provided by another source, reimbursed by a third party or which were included as part of a registration fee.

Foreign Travel

State of Florida laws and foundation policies described in this manual apply equally to travelers visiting foreign countries, except for the rate authorized for meals and lodging. The state of Florida authorizes the same rate that is established by the Federal Government for foreign travel. These rates are updated on the first of every month. This information can be obtained from the [U.S. Department of State's Foreign Per Diem website](#). Travelers will also need to reference Appendix B on the Department of State's Foreign Per Diem page to see the breakdown of foreign meals and incidentals. A copy of the per diem rate for the location as well as the applicable portion of the breakdown between foreign meals and incidentals chart should be attached to the reimbursement voucher. The foreign per diem rates should reflect the rates for the dates of travel. Foreign currency conversions should be obtained from the [Oanda](#) currency converter website and attached to the voucher. If a currency conversion was done on the credit card the charge was made on, that can be included in lieu of the Oanda conversion calculation.

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 at 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.

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 888-408-4747. 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.

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 State Department’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 located on the [State Department’s website](#). This site includes the maximum lodging reimbursement rates as well as 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 [State Department’s website](#).

Foreign Per Diem Example	
London, UK	
Lodging	\$299
Meals& Incidental Expenses (M&IE)	\$183
Federal Maximum Rate	\$482
M&IE Detail	
Breakfast	\$27
Lunch	\$46
Dinner	\$73
Incidentals	\$37
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 State Department. 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 8:00 a.m., lunch until 2:00 p.m. and dinner until 8:00 p.m. local time. 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 Finance and Accounting 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. For additional information the traveler should contact Foundation Accounts Payables at fndacctpayable@ucf.edu or 407-882-1220.

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

30 Day Rule

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

Reimbursement of Travel Expenses

The Travel Reimbursement Request Form (TR) is the document used to reimburse travelers for expenses incurred while on official university/foundation business. The reimbursement form should include all expenses incurred in connection with the travel. Copies of conference or meeting agendas that include the dates and activities should also be provided. Reimbursements may not be made until after travel has been completed. Electronic TR packets can be submitted by emailing fndacctpayable@ucf.edu.

Supplemental Reimbursement Request

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

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

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 TR form 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 foundation for the personal portion of the airfare, if it was paid for using foundation 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 Request. 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/foundation business. UCF/UCFF business should begin the day of or the day following the traveler's arrival at their destination.

Expenses incurred while back on UCF/UCFF business 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 before university/foundation business and return one day after university/foundation business.