

FSHN TRAVEL AUTHORIZATION REQUEST

Instructions

- For insurance purposes, complete a Travel Authorization Request (TA) for all professional travel.
- Be sure to secure your supervisor's approval to ensure he / she is aware of your trip. He / she will need to sign this request form. Electronic signatures are acceptable.
- You can use this form for more than one traveler if all of the expenses will be the same. Simply type all travelers' names in the Name field.
- Emergency contact information should be up to date in UF's Directory. You can do this by logging into myUFL at <https://my.ufl.edu/ps/signon.html> using your Gatorlink ID and password. Navigate from the Main Menu as follows: My Account - > Update Emergency Contact.
- International Travel: Employees and students are required to enroll in the CISI Emergency and Health Insurance Plan. Please visit UF International Center's site at <https://internationalcenter.ufl.edu/travel/online-travel-registration> for more information and to register.
- UF Business Services provides passport services. For more information, go to <https://businessservices.ufl.edu/services/passport-services/>.
- Please keep all receipts to submit with your reimbursement request. Itemized receipts will be required for all expenses except meals.
- Conference Registration: Be sure to include a copy of the blank conference registration, member details (numbers, costs, etc.), breakdown of charges, and agenda showing meals provided. (Meals paid for in registration will be deducted from reimbursement.)
- Airfare: Only economy or coach flights will be reimbursed.
- For parking at the Orlando Airport, UF employees save 10% year round at The Parking Spot. More information can be found at <https://www.fa.ufl.edu/wp-content/uploads/2019/04/Airport-Parking-Program.pdf>.
- Car Rental: Visit Procurement's website for booking procedures, rental rates, and the contract #s. <https://www.fa.ufl.edu/directives/rental-vehicles/>
- Personal Vehicle Mileage: Traveler's receive \$0.445 / mile. We utilize the [FL DOT mileage calculator](#) or Google Maps (outside Florida) to determine mileage. When calculating the estimated cost, use the total miles from one of these sources and multiply it by \$0.445.
- Per Diem: Per diem is in lieu of actual expenses and it is a fixed amount per day. It only includes incidentals, lodging, and meals. UF's per diem rate is \$80.00 / day (\$20 / quarter) for both domestic and foreign travel. You would not need to submit a receipt for your lodging & incidentals if you select to be reimbursed Per Diem. You also would not receive the separate meal allowance as these expenses are all lumped together.
- Lodging: UF is tax exempt in the state of Florida so please be sure to inform hotel when you make your reservations.
- Wyndham Hotel Group: UF associates will receive a minimum 10% discount off the "Best Available Rate" at 11 brands and nearly 7,000 participating hotels worldwide. Booking details can be found at <https://www.fa.ufl.edu/directives/wyndham-hotel-discount/>.
- Meals: UF provides a daily meal allowance of \$36 / day (Breakfast = \$6, Lunch = \$11, Dinner = \$19). The meals you will be provided will depend on the time you depart / arrive for your trip. Foreign meal rates for daily allowances can be found at https://aoprals.state.gov/web920/per_diem.asp. Then use the M&IE Rate Table at <https://www.fa.ufl.edu/wp-content/uploads/2019/04/MIE-Rate-Table-for-Foreign-Per-Diem.pdf> to find B, L, D rates.

Name(s):

UF ID(s):

Travel Begin Date:

Travel End Date:

Destination:

Business Purpose:

Benefit to State or Grant:

Conference Registration: (Provide the website address for the conference, amount, and the form of payment you expect to use.)

Website:

Amount:

Will Pay with P-card

Will Pay Out of Pocket

Transportation & Related Expenses: (Select from drop down menu the type of expense, enter the amount, and select form of payment.)

Amount:

Pay with P-card

Out of Pocket

Amount:

Pay with P-card

Out of Pocket

Amount:

Pay with P-card

Out of Pocket

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Per Diem: *(Only complete this section if you will claim Per Diem. Remember this is in lieu of actual incidental, lodging, & meal expenses. Enter total # of days for this trip.)*

of Days: **Per Diem Rate / Day:** **Per Diem Total:**

Lodging: *(Enter the vendor name, rate per night, and # of nights. The total cost will calculate for you. Provide form of payment.)*

Vendor # 1:

Room Rate Per Night: **# of Nights:** **Total Cost:**
P-card **Out of Pocket**

If you will stay at more than one location, then add the 2nd vendor's information below.

Vendor # 2:

Room Rate Per Night: **# of Nights:** **Total Cost:**
P-card **Out of Pocket**

Meals: *(Using the information provided in the Instructions on page 1, add the meal allowance for each meal below. Then enter the total # of days for your trip. The daily meal allowance and total estimated cost will automatically calculate for you.)*

Breakfast Allowance: **Lunch Allowance:** **Dinner Allowance:**
Daily Allowance: **# of Days:** **Total Estimated Cost:**

Miscellaneous Expenses: *(For additional planned expenses, you will select from the drop down menu, enter the amount, and provide the form of payment.)*

Amount:	Pay with P-card	Out of Pocket
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TOTAL ESTIMATED TRAVEL COST:

Comments: *(If there are additional expenses that you are planning that were not included above, you can add the details in this box. Other details that we need to know should also be added here.)*

Account to Charge:

Supervisor's Signature Approval:

Internal Office Use Below:

Posted to **NOTES:**
fiscal
spreadsheets

Admin Services Manager or Research Admin Signature