

FSHN TRAVEL REIMBURSEMENT REQUEST

Instructions

- Travel will include any assignment on official business outside of regular office hours and away from regular place of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.
- Submit this form with receipts to FSHN-Admin@ifas.ufl.edu and one of our fiscal staff will prepare a Travel Expense Report (ER). This ER must be signed by the traveler. An electronic signature is acceptable.
- Travelers are allowed up to 1 day on domestic travel and 2 days on foreign travel to reach destination. Please keep this in mind as it could affect what you will be reimbursed.
- When traveling to multiple locations, the last business location where you sleep is where your meal allowance is calculated.
- Per diem is \$80 per day (\$20 per quarter) for both domestic and foreign travel. It is paid in lieu of incidentals, lodging, and meals. If you opt to do this, then you will check the Per Diem box on Page 2.
- In order to reimburse non-employees, such as students, prospective employees, speakers, etc. we will need to create a UF ID #. Please complete our UF ID Request form, located on our [website](#).
- Travelers should adequately account for all expenses within a reasonable time, defined by IRS Publication 463 as no later than 60 days after the expenses were paid or after the date of return from travel. If receipts are not submitted within the 60 day limit by UF employees, then the amount of reimbursement will be included in the employee's annual W-2 as taxable income.
- Any traveler who received a Travel Advance must complete a Travel Reimbursement Request Form within 10 workdays of the return. Employees must return any excess reimbursement within a reasonable time, defined by the State of Florida Disbursements Guide as no later than 30 days after expenses were paid or after date of return from travel.
- Expenses that a prospective employee may be reimbursed include cost of transportation, actual cost of lodging, and State of Florida rates for meals.
- Air Travel - UF reimburses for coach / economy accommodations. Upgrades, such as extra leg room, etc. that require an additional cost will only be reimbursed up to the main cabin cost unless the trip is over 9 hours. Travelers need to contact FSHN Admin Office BEFORE purchasing upgrades to ensure they follow the appropriate steps for proper reimbursement. **First class airfare will not be reimbursed.** Please include boarding passes with reimbursement request. The receipt needs to include the amount shown as "paid", method of payment, amount of the ticket, dates and times of the flight, trip destination, and fare class for each flight of itinerary. If upgrades were made, a justification detailing the circumstances needs to be included. Airfare insurance cannot be purchased on State or Grant funds. UF does not reimburse for expenses that are paid with reward points or the cost for a replacement of a lost ticket.
- Cancellations - Penalties for early or late returns, such as airfare, lodging, etc. may be reimbursed depending on the circumstances. If the cause of the cancellation is in the best interest of UF, is due to an illness of the traveler, or death of an immediate family member then a justification can be attached and submitted with reimbursement.
- Any travel that has a personal vacation included in the trip and requires more time / days away will require a cost comparison. This ensures UF is not paying more than what the business portion of the trip would have cost. The cost comparison needs to be completed at the time the tickets are purchased.
- International travel paid by a Federal grant, must comply with the Fly America Act. It requires that all federally funded travel be on a U.S. flag carrier, which means an air carrier holding a certificate under section 401 of the Federal Aviation Act of 1958 (American, Delta, United, etc.). If an exception to this is needed, then see the fiscal staff BEFORE travel begins so that the appropriate form is completed. If this is not done, then the expenses will need to be moved to another account. (Certain sponsored projects may contain provisions that further limit the amount and type of travel expenditures.)
- A travel checklist & guide is available to assist you in completing this request at <https://www.fas.ufl.edu/wp-content/uploads/2019/12/Travelers-Checklist-and-Guide.pdf>. It will provide receipt requirements, what we can reimburse, information pertaining to foreign travel, etc.
- Traffic and parking fees received while driving rental, personal, or University owned vehicles are not reimbursable.
- Personal Vehicle: We use the State of Florida mileage allowance rate, which is \$0.445 / mile. This covers the cost of operating the vehicle **and** fuel. There are 2 types of miles a traveler can claim: 1.) miles to / from destination, 2.) miles within the destination (vicinity).
 - To determine the mileage to / from a destination, we use either Google Maps or MapQuest. To claim this form of mileage, simply check the box where indicated on Page 2.
 - If you want to claim vicinity mileage for when you drove in your car within the destination city, then select Vicinity Miles from the Expense Type drop down menu, calculate amount (# of Vicinity miles x \$0.455), and include details in the Description. It's very rare that anyone claims this type of miles but it is available. It requires accurate record keeping from the traveler.

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Traveler's Name:

UF ID:

Travel Begin Date:

Approx. Time That Travel Started:

Travel End Date:

Approx. Time That Travel Ended:

Description (i.e., name of conference):

If a Travel Authorization (TA) was completed for this trip prior to your travel starting, then you can skip this section and begin entering your individual expense details. If you did not complete a TA prior to your travel, then you will need to provide the Destination, Account to Charge, Business Purpose, Benefit to State or Grant, and a Justification for why a TA was not completed.

Destination:

Account to Charge:

Business Purpose:

Benefit to State or Grant:

Justification for Not Completing a TA Prior to Trip:

If you will claim Per Diem for this travel, then check this box. By selecting this option, you are agreeing to the \$80.00 / day (\$20 / quarter) allowance in lieu of incidentals, lodging, and meals. You will not need to submit receipts for these expenses. The FSHN finance office will calculate the Per Diem for you using the dates and time provided above.

If you are claiming the Meal Allowance for this travel, then check this box. The FSHN finance office will calculate the Meal Allowance using the dates and time provided above.

If you need to claim Mileage To / From Destination for using your personal vehicle, then check this box. The FSHN finance office will calculate the # of miles using your headquarters and destination information.

Please enter the remaining expenses incurred for this travel in the order of the date they were paid.

1.

Complementary

Paid with a P-card

Paid Out of Pocket

2.

Complementary

Paid with a P-card

Paid Out of Pocket

3.

Complementary

Paid with a P-card

Paid Out of Pocket

4.

Complementary

Paid with a P-card

Paid Out of Pocket

5.

Complementary

Paid with a P-card

Paid Out of Pocket

6.

Complementary

Paid with a P-card

Paid Out of Pocket

7.

Complementary

Paid with a P-card

Paid Out of Pocket

