

# Welcome to Travel Training



## Authorization

- All university travel is required to be authorized in advance by the traveler's supervisor.
- Travel purchase order should be made out in the traveler's name or that of the group leader if group travel is involved.

### 30 Day Rule:

- Employee travel for more than 30 days to a single location requires provost approval.

### 50 Mile Rule:

- An overnight stay within 50 miles of the traveler's headquarters or home (whichever is closer to the destination) cannot be reimbursed without the written approval of the provost.

## Making a Requisition

- **Have the Expense Type Available**
- **Header Comments**
- **Accounts Codes**
- **Category Codes**

<http://www.fa.ucf.edu/>

**Travels Payable/Travel Expense  
Accounts**



## Travel Purchase Orders



- **Blanket** - a blanket may be set up when an employee performs numerous trips to the same destination or for a vicinity, area, or in the state of Florida.
- **Individual** - one time trip (in-state, out-of-state, foreign travel).
- **Group** – an employee traveling with two or more students.



## Airline Tickets

- **Airline tickets should be economy or coach class and a paid receipt should be submitted.**
- **A traveler is allowed up to 3 hours before a flight as travel time, and up to 2 hours after a flight as travel time.**
- **UCF business should begin the day of or day after traveler arrives at destination. Traveler should return to headquarters the day of or after business ends.**
- **If a flight change occurs, the original itinerary and the revised itinerary should be submitted to F & A to support any change fees or monetary changes.**

## How to make Enterprise reservations:



- **The State of Florida Enterprise contract is valid for rentals in all 50 states and Puerto Rico**
- **Use UCF Contract No.- 07C1201 to obtain contract rates and contract insurance coverage**
- **To make reservations please use the UCF specific link on the Travel website**
- **Participant should only rent a compact car. A memo should be submitted for any upgrade**

[See page 7 of the travel manual for upgrade guidelines](#)

## Use of Rental Vehicles Provided by Other Companies:



**UCF's contract with Enterprise does not prohibit the use of rental vehicles that have lower net rates that include:**

- 1. Primary insurance coverage**
- 2. Payment of the collision damage waiver fee**
- 3. When the contract vendor cannot provide the vehicle**
- 4. 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: If renting a vehicle other than Enterprise, purchase collision damage insurance.**

## Reporting Accidents

**Promptly take the following action concerning vehicle accidents:**

- 1. Report accident to rental vendor.**
- 2. Obtain police report, if applicable.**
- 3. Advise UCF Department, who then must advise UCF Risk Management.**
- 4. If a UCF employee is injured, contact Human Resources.**



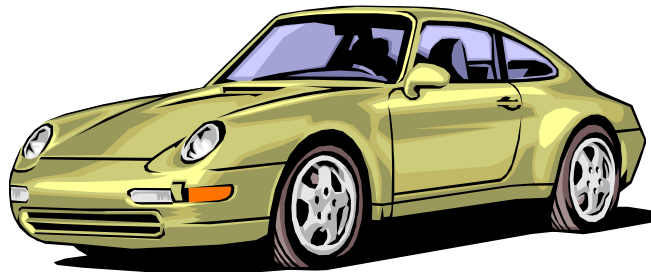


## Privately Owned Vehicles

- Reimbursement for the use of personal vehicles will be at the current rate of \$.445 per mile. This rate includes the cost of fuel.

**Travelers departing Mon-Fri. 8 a.m.-5 p.m. are required to leave from work place and return to work place if returning between those times. If leaving from home, traveler should calculate mileage from home address to destination if personal vehicle is used.**

**You can never be paid mileage from your home to work**



## Conferences and Symposiums

- **When scheduling a conference online, print the confirmation notice, along with a schedule at a glance for the event.**
- **Additional side trips will be paid for, but appropriate documentation is necessary to show why it was beneficial to the university for the traveler to attend.**
- **Traveler cannot claim meals or lodging included in the registration fee**

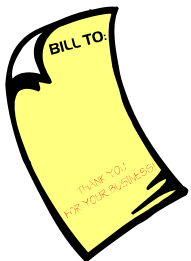
## Conferences and Symposiums

**A traveler attending a conference should send in the following:**

- 1. A registration form**
- 2. A receipt showing payment**
- 3. Agenda or conference information showing where the conference is taking place, days of the conference, and what is included in the cost of the registration**

## Receipts

- **Receipts are required for all travel expenses being reimbursed with the following exceptions:**
  - **Transportation cost less than \$25.00 on a per fare basis**
  - **Parking and tolls cost less than \$25.00 per occurrence.**



## Lodging Expenses

- Lodging expenses are reimbursed at the single room rate
- Submit an itemized receipt showing payment
- Out of state hotel rate cannot exceed \$200, unless it is the conference or meeting hotel
- Foreign per diem rates apply to hotels in foreign cities.



## The Day of Departure:

- Breakfast: \$6.00 - When travel begins BEFORE 6 AM
- Lunch: \$11.00 - When travel begins BEFORE 12 Noon
- Dinner: \$19.00 - When travel begins BEFORE 6 PM

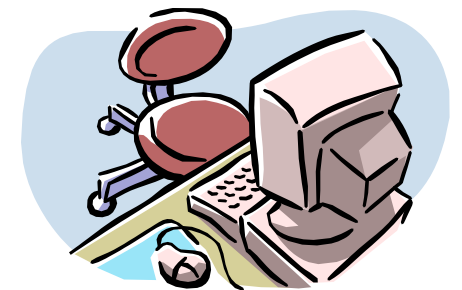
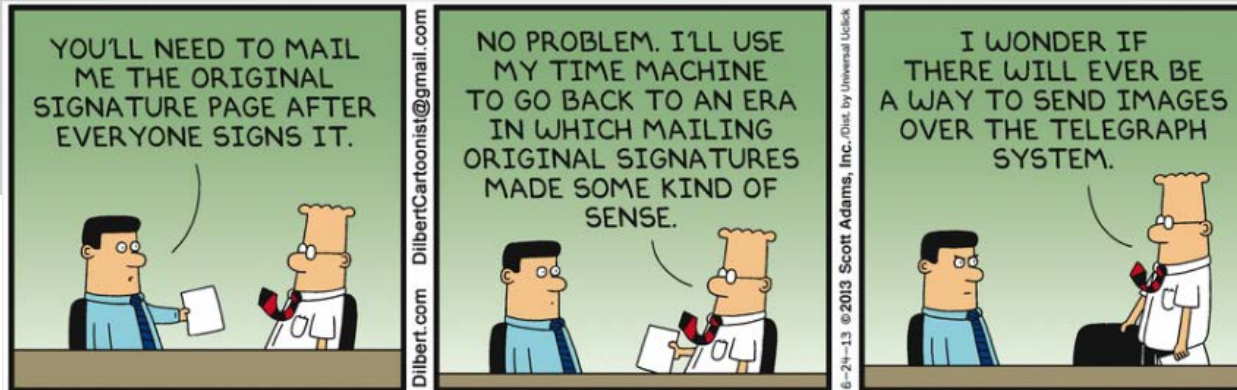
## The Day of Return:

- Breakfast: \$6.00 - When travel ends AFTER 8 AM
- Lunch: \$11.00 - When travel ends AFTER 2 PM
- Dinner: \$19.00 - When travel ends AFTER 8 PM



## When You Return

Travelers should submit the reimbursement voucher with all supporting documentation within 10 working days of the trip ending date.





## Reimbursable Expenses

- Fees for Traveler's Checks - (foreign travel only)
- Laundry/Pressing Expenses beyond (7) days of business travel – (receipt required)
- Storage Fees
- Parking/Taxi/bus/limo/shuttle - receipts required when over \$25.00 per fare basis
- Tips - Mandatory valet parking- \$1 per occasion



Portage charges- \$1 per bag, maximum \$5

Taxi/bus/limo/shuttle driver - not to exceed 15% of the fare rounded up to the next dollar

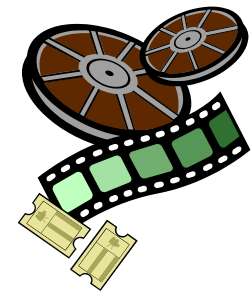
- Communication expenses will be paid for University business only.



Provide an email stating the business reason or indicate the reason on the reimbursement voucher.

## Non-Reimbursable Expenses (This list is not all-inclusive)

- Alcoholic Beverages
- Fines for parking and other traffic violations
- Mileage between home and official place of work
- Movie Rentals
- Personal expenses
- Personal telephone calls
- Personal Internet service
- Personal travel insurance
- Rental car insurance options
- Room Service
- Loss or damage to personal items
- Tips to hotel cleaning staff
- Gas for traveler's personal vehicle



## Before Traveling to a Foreign Country

- Please register your trip by contacting Environmental Health & Safety at 3-6300
- Be aware of HOT SPOTS by calling hotline for American Travelers 888-407-4747
- Know the location of U.S. Embassies and U.S. Consulates General Offices



- Department of State travel information and publications are available at Internet address:  
<http://www.state.gov/travel/>

## Foreign Per Diem Rates

The University of Central Florida authorizes the same per diem allowance established by the Federal Government for foreign travel. These allowances are subject to change on the first of any month. Obtain information from the internet website:



[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

**Rates.** The Federal per diem rates include meals and incidental expenses. Since Florida Statutes allow for the payment of incidental expenses in addition to payment of meals and lodging, the amount established by the Federal Government as incidental expenses must be deducted.

**EXAMPLE:** London, United Kingdom

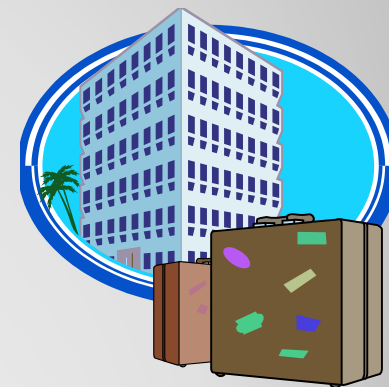
Lodging	\$307.00
Meals & Incidental Exp (M&IE)	\$173.00
Federal Maximum Rate	<u>\$480.00</u>

**M&IE Detail**

Breakfast	\$ 26
Lunch	\$ 43
Dinner	\$ 69
Incidentals	\$ 35
	<u>\$173</u>

**University allowable:**

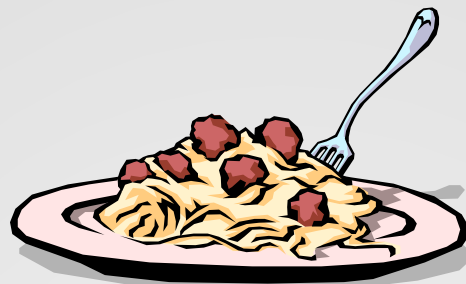
Maximum	\$480
Less: Incidentals	\$ 35
<b>Total university Allowable</b>	<b><u>\$445</u></b>



**In order to be reimbursed for lodging, an itemized receipt is required.**

**No reimbursement for lodging can be made without a receipt.**

**All meal rates while in a foreign location will be reimbursed at the rate applicable to that location.**



**Travelers may be reimbursed for the actual lodging cost not to exceed the foreign allowance for that location.**

<b>Example: Lodging cost (with receipt)</b>	<b>\$ 75</b>	
<b>Maximum lodging allowance for location</b>		<b>\$100</b>
<b>Amount to be reimbursed = \$75</b>		

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<b>Example: Lodging cost (with receipt)</b>	<b>\$100</b>	
<b>Maximum lodging allowance for location</b>		<b>\$ 75</b>
<b>Amount to be reimbursed = \$75</b>		

## Converting Foreign Currency To U.S. Currency



For reimbursable out-of-pocket expenses in a foreign location, the foreign currency is required to be converted to U.S. currency when submitting the reimbursement voucher. Use the internet website:

<http://www.oanda.com>

Go to Currency Tools then FXConverter



# Reviewing Payments

## Regular Entry

- [www.fa.ucf.edu](http://www.fa.ucf.edu)
- Addy Notes
- Miscellaneous
- Viewing Employee and Travel Reimbursements

## Purchase Order Inquiry

- Main Menu
- Purchasing
- Purchase Orders
- Review PO Information
- Purchase Orders
- Find an existing value tab
- Choose criteria (Supplier ID or Supplier Name)
- Document Status

[http://www.financials.ucf.edu/Addy\\_Notes/Accounts\\_Payable.cfm](http://www.financials.ucf.edu/Addy_Notes/Accounts_Payable.cfm)