

## Department of Psychiatry – Domestic Travel Policy

Below is a detailed outline of important travel-related information regarding the steps faculty and staff must take, before, during, and after travel.

### BEFORE TRAVEL

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- Travel Request Form
  - Enter the travel information and complete the first Estimated Expense Section of the updated Travel Request Form.
  - All anticipated UF travel expenses should be listed on the Travel Request Form (pcard, prepaid, and personal)
  - The traveler must indicate whether each expense will come from personal funds or be prepaid by UF (pcard) by using the checkboxes provided on the form.
  - The PDF form will automatically total the Estimated Expenses in the Estimated Total Section.
  - The bottom portion of the form will be completed upon returning from travel.
- Approval
  - Once the travel information, dates, and expenses have been added to the Travel Request Form, approval for the travel must be secured from both the traveler's division chief **and** the fiscal office.
    - Travel by a Division Chief must be approved by the Chair.
  - The division chief's approval should be clearly indicated via signature on the Travel Request form, though an email confirmation attached to the form is also sufficient.
  - Personal expenses from unapproved travel will not be reimbursed, and any unapproved purchases made on a pcard must be reimbursed or refunded to the University.
  - Once the Division Chief or Chair approves the travel, the traveler will then send the Travel Request Form to the Fiscal Office for final approval.
    - Travel requests should be submitted to the Fiscal Office as far in advance as possible, and **no later than 5 business days** before travel.
- Travel Authorization
  - Once the fiscal office approves the Travel Request, the fiscal staff will generate and send a Travel Authorization (TA).
  - **Only after** the traveler or their support staff has received the final Travel Authorization, can they then begin making charges for their travel.
  - Once the Travel Authorization is completed, the fiscal staff will send the computer-generated Travel Authorization Number to the traveler, along with a reminder to submit a conference leave request in SharePoint.
  - All Pcard charges related to travel must provide the Travel Authorization number on the Pcard Requisition Form, along with the other listed travel information.
  - Please submit Registration application (this shows what all is included with your payment) with your TA. Travel Authorization will be returned if not attached.

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### DURING TRAVEL

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- Keeping Receipts – Travelers must be sure to keep any receipts over \$25.00 relevant to any travel expenses.
- Personal expenses without a receipt may not be reimbursed.
- Below is an outline for the receipt requirements for various expenses.
  - Airfare
    - **Itinerary** with the following information clearly visible
      - Travel Dates and Times
      - Ticket Number
      - Seating – there is no additional charge for travelers who choose his or her seat assignment. UF will not reimburse any extra cost for tickets in any class that include preferred seating, comfort seating, extra leg room, etc. Upgrades will not be allowed **unless the flight is over 9 hours.**
      - Itemization when applicable
      - Total Price with proof of payment
  - Hotel
    - **Detailed Folios** for hotels outlining all hotel charges – if using the pcard there are no food or incidentals allowable charges you must use your personal credit card (**Airbnb Banned for Official State Business Travel**)
  - Parking
    - When parking at a hotel – if self-parking is available, valet parking is not allowed. If you choose to valet park you will only be reimbursed for the self-pay rate.
  - Registration
    - **Itemized Registrations Fees** outlining what is included in the Registration Fee – when registering please print the completed registration form prior to submitting
  - Incidentals
    - For any incidentals such as parking, taxi, valet, etc., if over \$25 receipts are required.
    - Please reference the [UF Travel Guide](#) for more information.
  - Meals
    - In almost all cases, there is no need to submit receipts for meals.
    - Meals are reimbursed at a fixed rate, calculated by travel times.
  - Other Required Documentation
    - When traveling to a conference, it is required that a **conference agenda and/or itinerary** be submitted upon return.
      - The Agenda must include scheduled activities, workshops, presentations, etc., and whether or not meals were provided
  - Detailed email confirmations and photos of receipts are sufficient.
    - (please be sure to submit as PDF file)

### AFTER TRAVEL

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- Completing the Travel Request Form
  - The traveler must submit their receipts and support documentation along with the completed bottom portion of the previously submitted Travel Request Form to the Fiscal Office **within 10 days of returning from travel.**
  - The traveler must list all actual expenses on the bottom portion of the Travel Request Form, and clearly indicate via the checkboxes provided whether each expense was personal or prepaid by the department (pcard).
  - For meal reimbursements, the traveler must simply check the applicable boxes in the meal section indicating which meals are reimbursable. The dates must be entered in manually but the meal totals will calculate automatically.
    - Meals are reimbursed at a fixed rate, calculated by travel times.
    - Meals included by conference or paid for from another source should not be included and are not eligible for reimbursement.
  - For mileage reimbursements, the traveler must simply add in the number of miles in the correct field; the form will automatically calculate the reimbursement amount.
  - Valid personal expenses will be reimbursed to the traveler
  - Beginning July 1, 2018 the University is standardizing the expense reimbursement process to address the timeliness of reimbursements and match the requirements detailed by IRS Publication 463 for all employee reimbursements.

**All expense reports for travel or other employee reimbursements must be submitted and approved in the myUFL accounting system in accordance with the following rules:**

- Employee must adequately account for the 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.**
- All expenses must have a business connection and been incurred on behalf of the University or Direct Support Organizations.
- **If expense reimbursements are not submitted and approved within the 60 day limit, the amount ultimately paid to the employee will be included in the employee's annual W-2 as taxable income.**
  - Reimbursements will not be provided for travel for which the Fiscal Office has not received a completed Travel Request Form **within 90 days** after returning from travel.
    - The Fiscal Office will provide up to three reminders to submit travel documentation. There will be no additional reminders after the third reminder.
  - Please submit all documentation as one PDF file. If you need help with this, the Fiscal Office is happy to assist.

## Department of Psychiatry – Domestic Travel Policy

- The Expense Report
  - Fiscal staff will take the information provided on the completed Travel Request Form and input it into myUFL to generate an Expense Report.
  - Once completed, the fiscal staff will send the Expense Report to the traveler for a signature that verifies that all expenses are appropriate and accurate and that the reimbursement amount (if any) is correct.
  - After the traveler signs and returns the Expense Report, the fiscal staff will submit the Expense Report for final approval.
  - Once approved, travelers can expect to see their reimbursement direct deposited in their bank account within 5 business days

### ADDITIONAL INFORMATION

- For a more in-depth look at UF's Travel Policy, you can review [here](#) for UF's Travel Directives and Procedures.
- You can also reach UF Travel by calling (352) 392-1241 and dialing 0.
- With questions, you can always reach the Fiscal Office at (352) 265-7981.
- For all department travel, please coordinate with Yolanda Rutledge ([yrutledge@ufl.edu](mailto:yrutledge@ufl.edu)).
- For all grant-related travel, please coordinate with Amanda Dyer ([leona@psychiatry.ufl.edu](mailto:leona@psychiatry.ufl.edu))