

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

- Travel Request Form
 - Enter the travel information and complete the first Estimated Expense Section of the updated Travel Request Form [TRF](#)
 - 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 **(In general, it is the policy of UF that all purchases should be made through a UF Pcard. In an emergency or when traveling for UF Business are personal expenses allowable.)**
 - 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 business office to ensure funding is available.
 - 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, the email must include the following: dates, travel destination, and amount
 - 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 Business Office for budget approval
 - Travel requests should be submitted to the divisional administrative assistant or business office as far in advance as possible, and no later than 5 business days before travel
- Travel Authorization
 - Once the Travel Request has been approved, a Travel Authorization (TA) will be generated
 - Only after the travel request has been approved are charges allowed to be made. It is the policy of the University that all purchases should be made through UF procurement mechanisms (PO or Pcard). The use of UF procurement mechanisms ensures that the purchase has received the appropriate review for compliance with all pertinent State laws, regulations and University policies, and that the University has achieved the best value
 - Once the Travel Authorization is completed, the divisions administrative staff or business office 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

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- Please submit Registration application (this shows what all is included with your payment) with your TA. Travel Authorization will be returned if not attached

DURING TRAVEL

- 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 – there are no food or incidentals allowable charges on the pcard you must use your personal credit card
 - Home and Condo Rentals (Airbnb, VRBO, etc.)
 - As with all lodging expenses, proper documentation is required. Adequate supporting documentation must contain the address of the location and the dates of the rental. An invoice (receipt) should also contain the name of the landlord/rental company and the renter. The documentation must also show how the rental was paid (credit card, check, cash, PayPal, Venmo, etc.) A cost comparison is needed to ensure the cost of the rental is more economical than normal available lodging. If the cost is higher, it will not be allowed. If a contract has to be signed, Procurement Services should be contacted
 - 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-you will be responsible for obtaining the registration from the conference host if not provided at the time of the travel
 - 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

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- 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

- 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 division administrative support staff or the business 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
 - The expense reimbursement process has been standardized to address the timeliness of reimbursements to 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:

- Employees 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 Business Office has not received a completed Travel Request Form **within 90 days** after returning from travel.

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- The employee will be provided 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, your divisional administrative staff or the Business Office is happy to assist.
- The Expense Report
 - Division administrative support staff or Business Office staff will take the information provided on the completed Travel Request Form and input it into myUFL to generate an Expense Report.
 - Once completed, an Expense Report will be emailed 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 Expense Report will be submitted 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 Business Office at (352) 265-7981.
- For all department travel, please coordinate with your division administrative support staff or Yolanda Rutledge (yrutledge@ufl.edu).
- For all grant-related travel, please coordinate with Kelli Gatti (kgatti@ufl.edu)