

FY 24-25 Travel Policy and Travel Request/Reimbursement Form

Please take a moment to review important updates from UF Administration and the department policy in its entirety.

Timeliness of Travel, Entertainment and Employee Reimbursements

- **The University has standardized the expense reimbursement process to address the timeliness of reimbursements. If expense/travel reimbursements are not submitted and approved into the UF accounting system within 60 days, the amount ultimately paid to the employee will be included in the employee's annual W-2 as taxable income.**

Below is a list of policy highlights for your convenience.

1. No travel purchases should be made until approval has been secured by the traveler's Chair/or division chief. If using PDA funds ensure funding is available.
2. Complete the Travel Request Form - must include travelers and chair/or division chief signature.
3. Employee or their delegate will enter the travel request in UF GO and attach the signed Travel Request Form no later than 14 business days before travel. Upon completion submit TR for divisional approval and department financial approval.
4. The UF GO-generated Travel Request number must be included on all relevant Pcard Requisition Forms.
5. Upon returning from your trip complete the bottom section of your Travel Request Form and attach to the expense report. Employee or their delegate will enter the expense report in UF GO and attach receipts to the corresponding expense. Upon completion submit ER for department financial approval.

International Travel

If you plan to travel abroad, please review the [UF Travel webpage](#) for travel policy information and updates on new state requirements. If you are traveling with a UF-owned item (e.g. your UF-owned laptop, tablet, or hard drive), visit the [myAssets Portal](#) to submit a foreign travel request prior to departure.

If you plan to host collaborators or visitors from abroad, or host foreign nationals, please should review [UF Visitor Policy](#) to ensure compliance with U.S. export controls, trade sanctions, embargoes and state statute. Additional information on the UF Visitor review process can be located on the [International Scholar Visit](#) webpage. Any questions you may have may be directed to the department business contacts below or your divisional administrative support staff or to the UF International Center John Mulligan jmulligan@ufic.ufl.edu or (352)392-5323 <https://internationalcenter.ufl.edu/travel/online-travel-registration>

For all department travel questions, please coordinate with your divisions administrative support staff member or email Psych-Fiscal@ad.ufl.edu

For all grant-related travel questions, please email Psychiatry-Research@ad.ufl.edu