

University of Florida
School of Forest Resources and Conservation
April 2013

Travel Form FAQ

Travel Expense Request:

1. For a **fuel** purchase made on a **PCard**, should I write in the box marked **location** where the gas station was located?
 - a. Yes. To your best approximation, please write the city or town where the gas station was located. Generally when receiving a receipt at a fuel station, the location of the station will be provided on said receipt. If not known, use the closest known city.

2. For a **lodging** purchase, should I enter each night's stay in a hotel per day or can enter the dates of the stay and the total \$ of the lodging charge?
 - a. Enter the dates of the stay and the total amount of the lodging charge for one hotel. Note that if you stay in multiple hotels in the course of your travel, you will need to input separate amounts for each of them. For example, if you stayed in Days Inn for 2 nights on one leg of the journey, and Holiday Inn for 3 nights on another leg of the journey, you will need two "**Lodging**" lines – one for each hotel.

3. If I make other purchases during the trip such as items at a store like Bass Pro or WalMart, (not traditional travel purchases like lodging, fuel, registration, air fare, car rental, cab fare, etc.) do those PCard purchases need to be entered on the TER form?
 - a. Yes. This is where you would select "**Other (please specify)**", then define the item under "Description". All expenses incurred during travel should be recorded.

4. How should I input **meals**?
 - a. You will need a "**Meals**" line for **each** day that you have purchased reimbursable meals. For instance, if you purchase breakfast, lunch, and dinner in one day; combine the reimbursement amount into one line. Bear in mind that you cannot receive compensation for meals purchased at a

conference or convention. Also be mindful to input the **travel start and end time**, as this affects which meals you will receive reimbursement for.

5. How should I input **meals** if I am traveling abroad?
 - a. You should input them the same way as described above. Foreign per diem rates are available at the State Department website (http://aoprals.state.gov/content.asp?content_id=184&menu_id=78). It may benefit you to observe the rates for the city or cities you are going to before beginning your travel. You will be reimbursed up to the maximum for the foreign per diem rate for your travel, based on the currency conversion rate on the date of the beginning of your trip.

6. Can I combine two different types of expenses (e.g. **fuel** and **meals**) in the same line?
 - a. No. The expenses should be separated into different lines.

7. What should I do if I am incurring **more than 12 expenses**, or charging **more than 2 separate accounts**, on a single trip?
 - a. Please use the second page of the TER form to input additional fields. Be sure to have it attached to the first page when you send it to the travel processor.

8. I charged my travel expense reimbursement to an account with a 101 or 103 fund. Why was it rejected?
 - a. As mentioned on the "Travel" section of the admin resources website, and on the second page of the TA form, approval must be sought from the Director of the department (currently tlwhite@ufl.edu) via E-mail for your travel. When approval is received, have it attached to the travel documentation when you turn it in to the travel processor. If the travel is not approved, you will need to find an alternate account. Please note that although it is possible to retroactively receive approval for travel on state funds, it is best to seek approval **prior to the start of your trip**.