

SFRC Travel Authorization (TA)

WHAT IS A TA?

Travel on university business must be authorized in advance.

- **Formal TA** - Required for all travel relating to conferences/conventions, cash advances, foreign travel, when there is a registration fee and when a university employee is stationed in a city or town and will be paid per diem for a period of over 30 continuous work days. Fill out and turn in this form.
- **Informal TA** - All other types of travel will require a less formal method of authorization (e.g., email or letter) but **will still need departmental approval by the individual with budgetary responsibilities.**

Estimation of the expenses you will incur on trip. It also covers you in the event of an accident as you were authorized to travel for your work.

Submission of documentation

- **Domestic Travel** - at least 2 weeks in advance of trip.
- **Foreign Travel** - at least 30 days in advance of trip.

COMPLETING THE FORM

Traveler Information: Your personal information

Accounts to Charge: Fill in or obtain from the Principal Investigator (PI) funding your trip.

Destination: City you reside/work in to destination city/state or city/country

Dates: dates of travel spent on business ***SEE NOTE BELOW REGARDING INCLUDING PERSONAL TRAVEL**

Type of Trip: Conference/Research/Meeting etc.

Purpose: Why are you conducting this travel?

Benefits to the State: How does this travel specifically benefit UF? If attending a conference, how does your attendance benefit the program that is paying for this trip? If conducting research, how does the work benefit the program paying for this trip?

***PERSONAL TRAVEL** – when mixing business with personal travel, you MUST convey that the personal travel did not add any additional costs to the business travel. Airfare, hotels, rental cars etc. must have comparison quotes submitted to show the difference between travelling only for business and adding personal days/stops. Comparison quotes should be retrieved when making your bookings **prior to travel** as retrieving documentation afterwards is nearly impossible.

ESTIMATED EXPENSES

Registration: Agenda/Program and registration form/fee schedule must be attached to the TA. Meals included in cost are not eligible for reimbursement. Field tours are allowed with justification of benefit to UF. Banquets are reimbursable if there is a guest speaker.

Foreign Currency Receipts: Please use [XE Travel Expense Calculator](#) (set exchange fees to 0) to organize your receipts and enter exchange information. As you make daily purchases, enter your receipts and generate a link that you can return to later (up to 14 entries). If you need more than 14, generate a new list. Please number all receipts to coincide with the Expense Calculator and include a copy of the Expense Calculator list with your TER.

Airfare: Itinerary with ticket price, ticket number (not confirmation number) & method of payment, should be included with Reimbursement.

Lodging: Limited to single occupancy unless rental accommodations are shared by more than one authorized traveler. Please include list of travelers if paying for others. **As of Jan 22, 2019 AirBnB is not allowed as a lodging option.** Non-hotel rentals require hotel comparisons.

Meals: As of July 1, 2007 the rate for any U.S. city is \$36/day (\$6 \$11 \$19).

Fuel: State vehicle and rental car fuel receipt(s) should be included with reimbursement request.

Mileage: Use of personal vehicle for travel = .445/mile. Include map from start point to end point with reimbursement request

Local transport (bus/tram/taxi etc.): Less than \$25/instance, no receipt required, note departure and return locations each trip.

Parking/Tolls: Receipts under \$25/instance not required for reimbursement. As there can be several of these depending on where you are traveling, we recommend keeping toll receipts. SFRC has several transferrable Sunpass transponders. Please check with Fiscal before traveling.

Rental Car: [State contracted rates and information](#) Please do not pay for refueling service. Please refuel the vehicle before returning. If making arrangements for a traveler who does not have a PCard, please contact Fiscal to make use of the Department Enterprise Billing account.

Per Diem: **Foreign and Domestic** \$80/day (in lieu of actual expenditures). Meals and/or lodging may not be claimed in combination with per diem. Reimbursement amount depends on the time you leave and return. Per Diem is \$20 per quarter. May claim reimbursement for the quarter you depart in and the quarter you return in. Quarters: 12a-6a, 6:01a-12p, 12:01p-6p, 6:01p-12a

Cash Advances: Highly discouraged by UF, but available if traveler is gone at least five days. UF employees are eligible to receive 100% advance for those expenses marked "Personal Funds". Please see Fiscal Staff for instruction on how to request the advance. Non-employees are also eligible, but require a different set of instructions.

Questions? Please contact: sfrc-fiscal@ifas.ufl.edu