

SFRC Travel Expense Request (TER)

If you are a new UF traveler, please provide your mailing address

Office Use Only

ER#: _____

Cash Advance#: _____

Account Holder: _____

Traveler Name: _____ UFID: _____ TA#: _____

Mailing Address: _____ Phone#: _____

*Track your Expense Report through myUFL – My Self Service→Travel and Expenses→ Expense Reports→View - enter your UFID and search

E-Mail Address: _____ (current/monitored email address)

Type of Travel: _____ Benefit to State/Grant: _____

Purpose of Travel: _____

Benefit to CRIS Project (required for Fund 221): _____

From/To: _____ to _____ Travel Dates: _____ to _____ Travel Times: _____ to _____ * 24 hour clock

State Vehicle # (if applicable): _____ State Vessel/Boat Registration # (if applicable): _____

ACCOUNTS TO CHARGE: Total TER Value: _____ Total Funding Assigned: _____

Dept.	Fund	Program	Source	Budget Ref	Project #	Flex Code	UFID	CRIS #	Amount

EXPENSES: Enter Additional Expense Page(s) Total Here: _____

Expense Type	Location	Dates	Amount (USD only)	Description	PCard or Personal Funds?

See pg 2 for additional lines & important information

Breakfast - \$6.00 max: When travel begins before 6:00 A.M. and extends beyond 8:00 A.M.
 Lunch - \$11.00 max: When travel begins before noon and extends beyond 2 P.M.
 Dinner - \$19.00 max: When travel begins before 6:00 P.M. and extends beyond 8:00 P.M.

**Include last name and travel begin date in file name
 Ex: Travel Expense Report-Hernandez-2019.01.01

Signature of this document certifies expenses listed were 1) incurred as necessary traveling expenses in performance of official duties; 2) conference/convention attendance was directly related to official duties; 3) any meals or lodging included in registration fees have been deducted; 4) this claim is true and correct and conforms in every respect with the requirements of section 112.061, Florida Statutes; and 5) reimbursement has not been sought from a third party. An electronic signature consists of name, date of document review/approval, and an E-mail address through which you can be contacted. Should insufficient or no information be provided, the processing of your request may be delayed.

Traveler Signature: _____ Funding Signature 2: _____

Funding Signature 1: _____ Funding Signature 3: _____

