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: John Q. Public UFID: 77777777 TA#: 123479

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: john.q.public@xxxxxxx.com (current/monitored email address)

Reset Traveler Info

Type of Travel: Conference or Convention Benefit to State/Grant: Knowledge gained and contacts made will benefit UF

Reset Trip Info

Purpose of Travel: Present at conference

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

Reset Funding Info

From/To: Gainesville to Tampa **Travel Dates:** 12/1/19 to 12/5/19 **Travel Times:** 07:00 to 19:00 * 24 hour clock

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

ACCOUNTS TO CHARGE: Total TER Value: 965.99 Total Funding Assigned: 915.99

Dept.	Fund	Program	Source	Budget Ref	Project #	Flex Code	UFID	CRIS #	Amount
60460000	103	2100		CRRNT		6046START	12345689		150.00
				Select	P0089765				765.99
				Select					
				Select					

EXPENSES: Reset Expense Lines **Enter Additional Expense Page(s) Total Here:** 0.00

Expense Type	Location	Dates	Amount (USD only)	Description	PCard or Personal Funds?
Registration Fee			300.00	full conf registration	PCard
Car Rental		12/1-12/6	123.54	economy rental	PCard
Fuel for Travel - Rental Car		12/2	15.00		PCard
Fuel for Travel - Rental Car		12/6	25.00		PCard
Lodging		12/5	380.00	Sciency Hotel on the Bay	PCard
Meals (B $6, L $11, D $19) 1 day per line		12/1	30.00	L/D	Personal
Meals (B $6, L $11, D $19) 1 day per line		12/2	11.00	Lunch	Personal
Meals (B $6, L $11, D $19) 1 day per line		12/3	30.00	L/D	Personal
Meals (B $6, L $11, D $19) 1 day per line		12/5	17.00	B/L	Personal
Parking	Tampa	12/5	25.00	$5/ day hotel parking	PCard
Tolls	G'ville to Tampa	12/1	3.95		Personal
Tolls	Tampa to G'ville	12/5	5.50		Personal
Select			0.00		Select

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: Sarah Hernandez Digitally signed by Sarah Hernandez DN: cn=Sarah Hernandez, o=University of Florida, ou=School of Forest Resources and Conservation, email=sjhernandez@ufl.edu, c=US Date: 2019.02.22 19:12:56 -05'00' Funding Signature 2: _____

Funding Signature 1: _____ Funding Signature 3: _____

Travel Directives | Attach PCards/Personal Receipts/Backup | Submit for Processing

Revision Date 02.15.2019

Additional Fields (if necessary):

Expense Type	Location	Dates	Amount	Description	PCard or Personal Funds?
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select
			0.00		Select

Help! I still need more Expense Lines

Expense Types:

To see a full list of Expense Types, navigate myUFL as shown below, enter your UFID and click "ADD"
My Self Service→Travel and Expense→Expense Reports→Create/Modify (close window when finished)

****INTERNATIONAL 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.

****LODGING** - If paying for lodging of other employees/volunteers, please include all names on lodging receipts and ensure TERs are completed and turned in at the same time to avoid delays in your reimbursement. If additional lodgers are not seeking reimbursement for any other items, please enter your name in the blank, have the additional lodgers complete the information chart below and include this in your TER. Alternatively, the additional lodgers may send an email statement containing the verbiage below.

By signing below, I hereby certify that_____paid for my lodging on the dates shown and I am not submitting an Expense Report/claiming any additional reimbursements for this travel period. Please type or write legibly.

Name	UFID	Dates of Stay	Signature