

SUBJECT: Reimbursement for Travel Expenses	Effective Date: 6-2-15	Policy Number: 3-205.2	
	Supersedes: 3-205.1	Page 1	Of 3
	Responsible Authority: Associate Vice President for Finance and Controller		

DATE OF INITIAL ADOPTION AND EFFECTIVE 3/19/2008

APPLICABILITY/ACCOUNTABILITY

This policy applies to all faculty, staff, and students who travel for approved official University of Central Florida business. The provisions of this policy also apply to individuals other than employees who are authorized to travel at university expense.

POLICY STATEMENT

Subject to appropriate documentation, university approvals, and state-imposed limits, the university will pay reasonable and necessary travel and conference expenses incurred as a result of official university business. Accordingly, all official University of Central Florida travel should be planned so the best interests of the university are served at the most reasonable costs.

PROCEDURES

In order to be reimbursed, all travel should be approved by the traveler's supervisor (and the principal investigator for projects) before any expenses are incurred. Supervisor approval includes validating the business purpose of the trip, the benefit to the university, and that all traveler university duties and responsibilities will be met. Travel for more than 30 business days to a single location or overnight travel within 50 miles of headquarters require provost or designee approval to be eligible for full reimbursement.

Foreign travel to restricted destinations (countries with current travel warnings issued by the U.S. Department of State) must be approved by submission of a *Foreign Travel Preliminary Approval* form (listed below) and must be in compliance with UCF policy 2-903, *Travel to Restricted Destinations*. Use of university funds for activities related to or involving travel to a terrorist state as designated by the U.S. Department of State (as of 2015 - Cuba, Iran, Sudan, and Syria) is prohibited by Florida statute. Irrespective of who is paying for or reimbursing travel expenses, international travel procedures should be reviewed and followed for specific types of international travel associated with UCF (e.g., foreign travel to restricted destinations, field research, study abroad, and travel funded by sponsored programs) These procedures can be found at *UCF International Travel Procedures* (website listed below).

Florida Statute 1001.706(6) (c) states university employees are public employees for the purposes of travel and are bound by the travel requirements provided in Florida Statute (FS) 112.061, *Per diem and travel expenses of public officers, employee, and authorized persons*. The restrictions set forth in FS 112.061 and the Florida Administrative Code 691-42, *Travel Expenses*, are incorporated into the *UCF Travel Manual* (listed below). In order to be eligible for reimbursement from UCF the rules and procedures set forth in the travel manual must be followed.

Requests for reimbursement for travel must be submitted to Finance and Accounting on a *Travel Voucher for Reimbursement* form (listed below), signed by the traveler and the traveler's supervisor.

RELATED INFORMATION

Florida Statute 112.061

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=travel&URL=0100-0199/0112/Sections/0112.061.html

Florida Administrative Code 69I-42

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-42>

Florida Statute 1011.90(6)

<http://www.flsenate.gov/Laws/Statutes/2011/1011.90>

UCF policy 2-903.1, Travel to Restricted Destinations

<http://policies.ucf.edu/documents/2-903.1TraveltoRestrictedDestinations.pdf>

UCF International Travel Procedures

<https://www.international.ucf.edu/restricted-travel>

UCF Travel Manual

http://www.fa.ucf.edu/Travel_Payables/Publications/Travel_Manual.pdf

FORMS

Travel Voucher for Reimbursement
<http://www.fa.ucf.edu/Forms/Travel/41-901pc.pdf>

Foreign Travel Preliminary Approval Form (for travel to a restricted destination)
<https://www.international.ucf.edu/wp-content/uploads/2013/03/TravelPreliminaryApprovalForm.pdf>

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-205.2

Initiating Authority: Will F. Meredith Date: 5-21-15

University Policies and Procedures Committee Chair: Shondra Bishop Date: 5/21/2015

President or Designee: John C. Hill Date: 6/2/15

History: 3-205