



<b>SUBJECT:</b> Reimbursement for Travel Expenses	<b>Effective Date:</b> 3-19-08	<b>Policy Number:</b> 3-205	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 1
	<b>Responsible Authority:</b> University Controller		

**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 that the best interests of the university are served at the most reasonable costs.

**PROCEDURES:**

Detailed procedural information is available in the online UCF Travel Manual.  
[http://www.fa.ucf.edu/Travel\\_Payables/Publications/Travel\\_Manual.pdf](http://www.fa.ucf.edu/Travel_Payables/Publications/Travel_Manual.pdf)

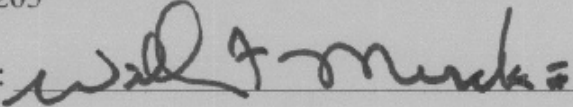
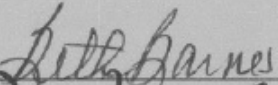
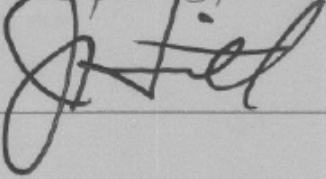
**RELATED INFORMATION:**

- FS 112.061:  
[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_m ode=Display\\_Statute&Search\\_String=112.061&URL=CH0112/Sec061.HTM](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_m ode=Display_Statute&Search_String=112.061&URL=CH0112/Sec061.HTM)

FORMS:

- Employee and Travel Reimbursements (Electronic Payment Authorization): [http://www.fa.ucf.edu/forms/travel/ach%20opt-out%20form\\_final.pdf](http://www.fa.ucf.edu/forms/travel/ach%20opt-out%20form_final.pdf)
- Travel Voucher for Reimbursement: <http://www.fa.ucf.edu/Forms/Travel/41-901pc.pdf>

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-205	
Initiating Authority: 	Date: 4/14/08
Policies and Procedures Review Committee Chair: 	Date: 4/1/08
President or Designee: 	Date: 4/21/08

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