

## **University of Florida – Travelers Guide**

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### **Trip Preparation**

#### **Travel Authorization (TA)**

**All travel must be approved in advance.** This means before any purchases are made with personal funds or Pcard, including abstract fees.

Traveler's supervisor must authorize travel. It is the prerogative of the supervisor to set a maximum limit or determine what expense will be reimbursed. **Please note, just because the University rules may allow the expense, does not obligate the grant or supervisor to pay it. .**

Form is available at: <http://web.botany.ufl.edu/Graduate/Travel%20Authorization4.pdf>

#### **Registration Fees**

Registration fees require:

- . Proof of payment
- . breakdown of charges
- . copy of the registration form
- . copy of the agenda
- . notation of Meals provided by Conference or Hotel

#### **Registration may be paid by the following:**

- . Travel reimbursement or UF Purchasing Card (Pcard)

#### **Transportation:**

\*\*\* Tip – check for any grant requirements to use domestic carriers, etc.\*\*\*

- . Traveler is to use the most economical means of transportation
- . Only coach/ economy is allowed on flights, trains, or bus.

**AVIS** is the state rental car provider and must be used if available. A justification is required if AVIS is not used or a car larger than a **compact class "B"** is rented. The AVIS rental contract number is AWD = **A113400**. **Lack of knowledge is not a justification – traveler will pay the difference.**

The University may also pay rental cars by completing an ACTO (Avis Company Travel Order) by making prior arrangements with Kim, a minimum of 3 weeks before the travel. When paying for rental yourself, an itemized copy of the rental agreement is required for reimbursement.

**Must pay by ACTO**, if traveler is a visitor or an employee under 25 years old. Lack of knowledge is not a justification Please make prior arrangements

**Gas receipts** must be kept and turned in for reimbursement. It is permissible to use the Pcard to put gas in a rental or state vehicle ONLY. Receipts for rental cars and state vehicles must have the vehicle or rental contract number. If used in a private vehicle, please note mileage for trip on receipt.

Occupants must wear seatbelts and observe posted speed limits when traveling on official business. Fines or tickets will not be reimbursed.

## **Trip Expenses**

**Mileage for private auto:** The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be approved if it can be proven to be the least expensive option.. Mileage shall be computed on the basis of the current map of the Department of Transportation and reimbursed at current university rate, with prior written approval of supervisor. Vicinity mileage necessary for the conduct of official business is allowable but must be shown separately.

### **Meals (Domestic and Foreign):**

GSA rates apply. Prior written approval from supervisor is required.

Breakfast: When travel begins before 6am and extends beyond 8am

Lunch: When travel begins before 12 noon and extends beyond 2pm

Dinner: When travel begins before 6pm and extends beyond 8pm

Meals are not paid on trips with no overnight stay or meals provided by conference, meeting, hotel, etc.

### **Lodging:**

Receipts are required for lodging. Actual expenses for lodging are to be substantiated by paid bills itemizing the room rate and taxes. If you share a room with a person not on University business, you must provide documentation of a single room rate. If the other person is a University employee, a copy of their expense report must accompany your travel expense report.

### **Communication Expense:**

Communication expenses incurred while conducting UF business (phone, computer use, fax) require a receipt. These items must be for clear business purposes and not personal use. Absolutely no calls to travelers home will be cover for any reason.

**Foreign Travel:** Same rules apply except:

- 1) Avis contract is not valid outside US & Territories
- 2) Foreign GSA rate and breakdown
- 3) Receipts must be provided except for meals.
- 4) Travelers should read appropriate US Dept. of State advisories: <http://travel.state.gov/>.
- 5) Medex (emergency evacuation insurance) is advised for all travelers, **students are required** to have a certain level of insurance. Please see the International Center (Grinter Hall) for details.