



UNIVERSITY OF CENTRAL FLORIDA

**Office of the President**

<b>SUBJECT:</b> Reimbursement for Travel Expenses	<b>Effective Date:</b> 1/19/2022	<b>Policy Number:</b> 3-205.3	
	<b>Supersedes:</b> 3-205.2	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Senior Associate Vice President for Financial Affairs		

**DATE OF INITIAL ADOPTION 3/19/2008**

**APPLICABILITY/ACCOUNTABILITY**

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

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 69I-42, *Travel Expenses*, are incorporated into the *UCF Travel Manual*. In order to be eligible for reimbursement from UCF, the rules and procedures set forth in the travel manual must be followed.

In order to be reimbursed, all travel must be approved by the traveler's supervisor (and the principal investigator for contracts or grants) in writing before any expenses are incurred. Supervisor approval includes validating the business purpose of the trip, the benefit to the university, and that all university duties and responsibilities of the traveler will be met. Travel for

more than 30 business days to a single location or overnight travel within 50 miles of headquarters requires provost or designee approval to be eligible for full reimbursement.

Generally, UCF will not lead, sponsor, endorse, or promote travel to countries that are under a U.S. Department of State Travel Advisory Level 3 or higher, or for which the Centers for Disease Control and Prevention (CDC) has issued a Travel Health Notice Level 3. Travelers should also take due caution for travel to countries that are under a U.S. Department of State Travel Advisory or CDC Travel Health Notice Level 2. See UCF policy 2-903, *International Travel*, for additional details.

Foreign travel to restricted destinations (countries with current travel warnings issued by the U.S. Department of State) must be approved prior to travel and must be in compliance with UCF policy 2-903, *International Travel*. Use of university funds for activities related to or involving travel to a terrorist state as designated by the U.S. Department of State is prohibited by Florida statute.

## PROCEDURES

The use of the university's approved travel agent, Concur Solutions, although not required, is strongly encouraged for travelers when making travel arrangements. Concur offers travelers and the university additional services related to compliance, reporting, and safety of travelers that are unavailable if travel is booked personally or by an alternative travel agency. The primary benefit is that Concur enables UCF to know where employees and students will be traveling to and, in the case of an emergency, communicate with travelers to ensure their safety and/or provide safety information. To book travel arrangements through Concur Solutions, please log in to their website via the link located at <https://fa.ucf.edu/>, or by calling (855) 967-2818 or emailing [blueteam@worldtrav.com](mailto:blueteam@worldtrav.com) during normal business hours (Monday – Friday, 8:00am to 6:00pm ET) to make a travel reservation.

Employees requesting foreign travel to restricted destinations must submit the [Travel Authorization Petition \(TAP\) form](#) to UCF Global. 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).

Requests for reimbursement for travel must be submitted to Financial Affairs on a *Travel Voucher for Reimbursement* form, signed by the traveler and the traveler's supervisor.

## RELATED INFORMATION

Florida Statute 112.061  
<https://www.flsenate.gov/Laws/Statutes/2020/0112.061>

Florida Statute 1011.90(6)  
<https://www.flsenate.gov/Laws/Statutes/2020/1011.90>

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

UCF policy 2-903 International Travel  
<https://policies.ucf.edu/documents/2-903.pdf>

UCF International Travel Procedures  
<https://global.ucf.edu/international-health-and-safety/travel-registration/>

UCF Travel Manual  
[https://fa.ucf.edu/wp-content/uploads/sites/2/Travel\\_Manual.pdf](https://fa.ucf.edu/wp-content/uploads/sites/2/Travel_Manual.pdf)


## FORMS

Travel Voucher for Reimbursement  
<https://fa.ucf.edu/wp-content/uploads/sites/2/41-901.pdf>

Travel Authorization Petition (TAP) Form (for travel to a restricted destination)  
<https://global.ucf.edu/international-health-and-safety/restricted-travel/>

## INITIATING AUTHORITY

Senior Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-205.3	
Initiating Authority: 	Date: 1/13/22
University Policies and Procedures Committee Chair: 	Date: 2/16/21
President or Designee: Alexander Cartwright	Date: 1/19/2022
	<small>Digitally signed by Alexander Cartwright Date: 2022.01.19 09:37:46 -05'00'</small>

History: 3-205 4/21/2008; 3-205.1 9/4/2014; 3-205.2 6/2/2015