

## Rental Vehicles

**Domestic travel:** Use the UF GO booking tool to reserve AVIS/Budget/Enterprise/National/Hertz; for truck rentals, book via WTS (refrigerated, box, cargo van).

**International travel:** Rent only from legitimate, licensed, insured, and regulated agencies abroad; purchase coverage (accident, personal, roadside) from the local provider.

Allowable charges:

- Allowable rate class is compact/economy
- Higher rate class allowed only with a business need or documented lower rate
- Hybrid vehicles allowed without justification
- Rental fuel costs for official business reimbursable with valid receipts

## ON THE ROAD

### Meals, Receipt Requirements

#### Travel Meal Allowance

Receipts are not required. Meals provided by a meeting, conference, or paid by the University or a third party should be deducted from the daily meal allowance.

#### Domestic

Breakfast (\$6): For travel starting before 6 am and extending beyond 8 am.

Lunch (\$11): For travel starting before 12 noon and extending beyond 2 pm.

Dinner (\$19): For travel starting before 6 pm and extending beyond 8 pm.

#### International (Meals and Incidentals)

Meals and Incidentals (M&IE) are reimbursed at the U.S. Department of State rate based on the Traveler's itinerary. Laundry, maid service, and portage are part of the M&IE allowance and cannot be itemized as separate incidentals.

#### Per Diem

Travelers may elect a per diem covering meals plus lodging when lodging reimbursement is not requested; reimbursement is 1/4 of the \$80/day per diem for each quarter of the travel day (effectively \$20 per quarter) during the travel period.

Quarter start times: 12:00 AM, 6:00 AM, 12:00 PM, 6:00 PM

**Note:** Only one method of meal reimbursement can be utilized per trip - \$80 daily Per Diem or Travel Meals.

### Class C Travel

Meals are not reimbursable on day trips.

### Receipts Requirements

Receipts are required for all airfare, rail, lodging, and rental vehicle expenses, as well as any expense paid with a PCard; for expenses paid with personal funds, receipts must be provided if the amount is greater than \$25. Best practice is to always obtain receipts for every travel purchase, even if not strictly required, to facilitate accurate reimbursement and auditing.

A valid UF receipt must include: date of purchase, vendor name, itemized list of items, unit amounts (if applicable), and total amount.

### AFTER THE TRIP

### Processing Reimbursement

#### Expense Reports (ER)

Travel Reports must be submitted within **15 days of the trip end date** if Air Card or PCard charges are on the report.

Expense Reports must be submitted **within 60 days after trip completion** to avoid taxable consequences.

The Expense Report should include all trip-related expenses, whether paid by the University (Air Card, PCard) or by the Traveler (personal card); reimbursements occur after the trip.

Expenses paid by PCard for other travelers will be processed under the PCard holder's profile.

### CONTACTS

### Help & Resources



Travel Website &  
Directives

UF GO

<https://uf.tfaforms.net/f/uf-go>

352-294-1114

WTS

[ufl.travel@worldtrav.com](mailto:ufl.travel@worldtrav.com)

(865) 288-1901



# Travel Checklist and Guide

Updated November 2025

## BEFORE TRAVEL

### Access & Preapproval

UF GO is UF's Travel and PCard system for faculty, staff, and employed students to manage travel requests, book trips, process reimbursements, and reconcile PCard and travel charges; guests and non-employed students do not have direct access.

#### Travel Requests (TR)

**An approved Travel Request** is required in UF GO before booking, making travel-related purchases, and/or departing on official business travel.

Travel Request are required for:

- Continuous travel of more than 24 hours
- An overnight absence from the UF Traveler's official headquarters
- Comp travel: partially or fully paid trips by a third party (even when self-funded)

**Note:** Class C (day trips) do not require a TR.

#### Time Allowed for Travel

Schedule travel to align with University business, ensuring timely arrival and prompt return to headquarters.

#### Cost Comparison Reminders

- Capture costs in the UF GO booking tool or WTS on the day of booking
- Required for personal travel and when not booking in booking tool
- Use the most direct route on business dates and the least expensive option within main cabin
- Compare added costs (baggage, refundable options, etc.)
- Select Least Cost Logical fair regardless of carrier

Any trip involving personal upgrades, convenience, or personal travel costs requires a cost comparison; documentation must show UF Business-only expenses versus the actual purchases, including any non-allowable or personal expenses.

#### Business Purpose

Personal expenses are not reimbursable. Every expense must have a clear, well-supported business justification.

#### Traveling with University-Owned Property

If you are traveling internationally with UF property, an approved Foreign Travel Request must be submitted through the myAssets Portal.

### Cash Advances

UF provides cash advances for travel when it's impractical to use a University PCard, Voucher, or Air Card; they can be requested with a TR and are issued 30 days before the travel start date, for examples such as extended out-of-area stays, remote locations with limited ATM access, or to cover group travel expenses.

### BOOKING & PAYING

#### **Air, Lodging, and Ground**

All official UF business travel (lodging, airfare, car rental) should be booked through the UF GO booking tool or with UF's authorized travel agent, World Travel Service (WTS).

The preferred method for making travel reservations and paying travel expenses is the UF Air Card or PCard.

#### Taxes

UF is a tax-exempt organization, and travel expenses may be exempt from state sales tax if the sales tax exemption certificate is provided and payment is made with UF PCard or UF invoice.

#### Cancellations

University funds cover airfare cancellations only if (1) in the University's best interest, or (2) due to the traveler's illness or illness/death of an immediate family member.

\*No coverage for cancellations due to traveler convenience or personal reasons.

#### Airfare

Airfare bookings should be made in the **most efficient and economical means** (within main cabin).

Not Allowed: reimbursement for frequent flyer miles/points, first class

Reward program should not influence carrier selection.

Allowed: Seat selection in allowable cabin, refundable tickets, one checked bag

Upgrade above main cabin is allowed:

- If total in air time > 10 hours (one cabin upgrade)
- If total in air time > 16 hours (two cabin upgrades)
- If the traveler personally covers the upgrade cost
- Documented ADA Accommodations

**Note:** Sponsor and other fund restrictions may be more restrictive than the University's airfare upgrade guidelines and must be followed when applicable.

### Fly America Act

Requires using a "U.S. flag" air carrier when traveling on federal funds (201). Booking through UF GO or World Travel Service facilitates compliance. Exceptions to the Fly America Act requirement can be requested, but it must be approved before purchasing flights.

#### Lodging

- Review receipt for number of occupants and provide justification if more than one
- Lodging within 50 miles of headquarters or residence requires prior approval before reimbursement
- Lodging cannot exceed \$225 per day for State-sponsored events when the room is paid by State funding; excess amounts must be charged to a non-state funding source

#### Ground Transportation

- Allowed Tips – Tips applied before tax may amount to no more than 20 % of the total and can cover mandatory fees such as airport or local-government expenses
- Long-Distance Train & Rail Travel – Book only in the main cabin class
- Ride-Share Per Meal – You may take one ride-share trip each day for a meal

**Note:** Provide a comment clarifying business purpose of each ground transportation expense.

#### Personal Vehicle

**The use of a personal vehicle for official University business will only be reimbursed up to the State of Florida mileage rate.** This rate covers the cost of fuel, maintenance/repairs, insurance, transportation, and operating costs.

#### Allowable and Non-allowable Charges

- Tolls and necessary parking charges may be reimbursed
- Traffic citations or other fines are not reimbursable
- On-campus mileage generally is not allowed as Campus Cab/Lyft is available and free
- Travelers can't claim mileage between their residence, headquarters, or regular work location
- If claiming fuel receipts instead of mileage, the reimbursement should not exceed what the mileage rate would have been