

University of West Florida

Travel Manual



INTRODUCTION

This manual is intended to familiarize new and existing employees with current business travel rules, policies and procedures at the University of West Florida (UWF). This document should function as a reference guide as requests for permission to travel are submitted, travel arrangements are made, and travel reimbursements are requested.

Terms used throughout this document that are explained in the definition section are capitalized.

Any documentation that is required along with the Travel Expense Report is listed in table form in this document as follows:

Required Back-up
<ul style="list-style-type: none">➤ Any documentation that is required, such as expense receipts or other required back up, will be listed at the end of each section in a table like this.➤ Additional paperwork, back up, or signatures that <i>may</i> be required in <i>special or exceptional circumstances</i> will be described in this format also.

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I. DEFINITIONS

Banner – financial system used at the University of West Florida to process travel reimbursements.

Common Carrier – commercial train line, bus line, or airline operating scheduled trips/flights or an established rental car firm.

Complimentary – term for “payment” method when an expense is paid for or otherwise provided by an organization or entity outside the University by virtue of the Traveler’s business activities or employment.

Concur – third party cloud-based system used to prepare and submit travel requests; book hotel, airline, and car rental reservations; and prepare and submit travel expense reports.

Conference/Convention – the coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems and required when there is a registration fee. A conference does not mean the coming together of state University personnel.

Conference Hotel – the hotel where the conference, convention, meeting or other event is held or conducted. A neighboring hotel “suggested” by event organizers does not necessarily constitute the Conference Hotel.

Delegate – A person authorized to perform work on behalf of another Concur user. Users set up delegates by accessing their Profile in Concur.

Domestic Travel – travel within the contiguous United States, Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands.

Emergency Travel – travel that must commence with less than twenty-four (24) hours’ notice to the Traveler.

Foreign Travel – travel outside the contiguous United States, Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands.

In-State Travel – travel within the state of Florida, or travel from an outside state or country to the state of Florida.

Map Mileage – generally, city to city mileage, with the exceptions of travel from one University campus to another, or travel between some intra-county locations (See also, *Vicinity Mileage*, below.)

Out-of-State Travel – travel from within Florida to another U.S. State, Puerto Rico, and the U.S. Virgin Islands. (Puerto Rico and the U.S. Virgin Islands are considered Out-of-State Travel for reporting purposes.)

Principal Investigator – the manager of a sponsored project. Sometimes referred to as “Project Manager.”

Portage – assistance in carrying or transporting the traveler's luggage and/or materials.

Travel Arranger – A person authorized to book travel arrangements within the Concur system on behalf of another user.

Travel Authorization Request – the initial electronic document submitted via Concur Travel and Expense before any expenses are incurred or any travel occurs. The Travel Authorization Request is the Traveler’s permission to incur expenses and travel, and must be approved by the Supervisor before any Travel activities occur. The Authorization is an estimate of what a specific trip will cost.

Traveler – the following may be considered allowable University travelers when performing authorized travel: 1) both full-time and part-time employees of the University; 2) University consultants or advisors; 3) Candidates for University executive or professional positions; 4) University students - expenses incurred by students are reimbursable if specifically authorized by fellowship, contract, grant or provide for a clear University business purpose.

Travel Expense – authorized travel expenses of Travelers, limited to those expenses necessarily incurred by them in the performance of a University purpose. All Travel Expenses must be allowable within the scope of these directives and procedures.

Travel Expense Report – electronic document submitted via Concur after travel occurs. The Travel Expense Report (TER) serves the purpose of reporting all Travel Expenses as well as requesting reimbursement to Travelers for out-of-pocket expenses.

Travel Period – a period of time between the time of departure and time of return. Generally, travelers are authorized to depart no earlier than one day prior to the start of university business and return no later than one day after university business ends. The Travel Period may include reasonable time to reach the airport from home and early arrival at airport (up to 2 hours) before actual plane departure.

Supervisor –The individual the Traveler “reports to”.

University – the University of West Florida (UWF).

Vicinity Mileage – generally, regional travel within a specific city, town, or area. Travel between University campuses can be considered Vicinity Mileage for the purposes of required back up. Travel within a county can also be considered Vicinity Mileage for the purposes of required back up, as long as specific locations traveled are logged and provided. (e.g.: Addresses for Point A to Point B, date, number of miles.)

II. OVERVIEW OF PROCESS

Travel Authorization Requests and Travel Expense Reports at UWF are submitted via Concur. Once Travel Expense Reports are submitted, they are audited for compliance with University policies and procedures and processed for reimbursement.

Concur

Employees should sign up for Concur Travel training in order to learn how to update their Profile, prepare and submit a travel authorization request, book a hotel, airline, or rental car, and submit a travel expense report.

Additional training documentation is available on the [Concur Travel and Expense at UWF](#) page in Confluence.

Traveler Information

Traveler contact information must be entered into the Banner system before an Authorization or Travel Expense Report can be submitted.

Employees are entered into the Banner system by Human Resources at the time employment commences and no additional action is needed on the part of the Traveler.

Non-employee Travelers who may already have been input into Banner for other business reasons will require no additional action as relates to the Banner system.

Non-employee Travelers not already in the Banner system must register as a vendor. To register as a vendor, go to the Procurement webpage <http://uwf.edu/procurement> and click the Online Registration Form link.

Non-employee and student travelers require special handling in Concur. A representative from the department hosting a non-employee or student should input a Concur Support ticket via the Service Desks link in MyUWF to request a Concur profile be created for a non-employee or student. Once the profile is created the departmental representative will complete the travel authorization request and travel expense report on behalf of the non-employee. Student travelers should use Concur to submit their travel authorization request and travel expense report.

Travel Authorization Request

The completed Concur Travel Authorization Request is the Traveler's permission to incur expenses and to travel and is an estimate of what a specific trip will cost. A delegate may prepare and submit the authorization on behalf of a traveler. The Authorization should list all anticipated Travel Expenses that are known, or can be projected, before the trip.

Travel on University business must be authorized in advance and Travelers are not to make commitments to travel or to incur travel expenses without first obtaining the appropriate

approvals. With the exception of mileage only submissions, UWF travel policy requires that a Travel Authorization Request must be submitted before any travel occurs and before a Travel Expense Report can be submitted.

A Travel Authorization Request in advance of any travel to a conference or convention is explicitly required per Florida Statute 112.061.

Travel Expense Report

After travel occurs, a Concur Travel Expense Report is submitted to report expenses and/or request Traveler reimbursement. A delegate may prepare the expense report on behalf of the traveler, but the employee is required to submit the expense report. The Travel Expense Report will list all expenses associated with the Travel, whether paid directly by the University or reimbursable to Traveler. It is also recommended that any expenses paid or provided by an outside organization by virtue of the Traveler's business activities or employment be reported in the form of a comment on the Travel Expense Report or memo included with the Travel Expense Report.

Timeliness

Travel Expense Reports should be submitted within thirty (30) calendar days of last date of travel. Reports submitted more than sixty (60) calendar days after the last day of travel require a dean or director level approval.

Travel Expense Reports for Travelers submitted over six (6) months from the last date of travel will not be processed.

Travel Expense Reports for Travelers terminating employment with UWF submitted over thirty (30) days from date of termination will not be processed.

When a Cash Advance has been issued, a Travel Expense Report must be submitted within ten (10) business days of the last date of travel.

Duration of Travel

Travel lasting over thirty (30) days requires the approval of the President of the University on the Travel Authorization Request. Once the authorization request is submitted in Concur it will be routed to the President for approval as part of the Concur automated workflow.

III. RULES AND PROCEDURES AND GENERAL ACCOUNTING

The provisions of these directives apply to all authorized University Travelers, including employees (full and part time), candidates for employment, consultants or independent contractors, and students.

All travel performed at the expense of UWF must be for the benefit of the University and have a business purpose supporting the academic programs and support activities of the University and its various organizations. All interested parties, including Travelers, Supervisors, Deans and Vice-Presidents are responsible for complying with this policy in their expenditure of UWF funds.

Pursuant to Florida Statute 112.061, Travelers should always choose the most practical and economical means and mode of travel.

Personal Travel

All expenses for non UWF related travel are the responsibility of the traveler. If a traveler includes personal travel days at the beginning, middle, or end of a trip the traveler is responsible for all expenses that are related to the personal travel. These expenses might include hotel, meals, rental car, fuel, mileage, and airfare. Travel days that are personal should be annotated as Personal on the Travel Expense Report. If an indirect route was taken for personal reasons a traveler may be required to submit documentation, such as airfare quotes or a mileage comparison worksheet, to show what the cost would be if a direct route was taken or that additional costs were not incurred due to personal travel. Travelers should be mindful that under IRS rules, if the travel is determined to be more than a minimal amount of personal travel, anywhere from a portion to the full cost of the travel could be taxable to the traveler.

Sponsored Projects

Certain Grants may contain provisions that further limit the amount and type of reimbursable travel expenditures. Travelers and Principal Investigators should ensure any proposed travel is in accordance with the project agreement before the travel begins. Principal Investigators and Supervisors further guarantee by their approval that all conditions of the pertinent contract have been met. When the maximum amount allowable for reimbursement of travel expense under the sponsored project and the maximum amount allowed by UWF directive are different, the lesser of the two shall apply.

If a sponsored project stipulates payment of rates less than the University's current allowances, an explanation should be entered into the comment field of the Travel Expense Report.

Travel Expenses Shared by Travelers

With the exception of faculty or staff paying for student expenses under certain circumstances, Travelers cannot be reimbursed for the travel expenses of fellow Travelers. All Travelers are expected to submit individual Travel Expense Reports.

Travel Expenses Shared by Departments

When expenses for a given trip are shared by multiple departments, only one Travel Authorization Request and Travel Expense Report should be submitted. Traveler will enter multiple accounting detail lines to split the trip by percentage, or separate accounting details for expense types to split the trip by expense and dollar amount. The Index's entered will determine the overall portion of the trip or the specific expenses that are paid by each department.

Travel Expenses Not Reimbursed by UWF

Reporting of Travel Expenses absorbed by the Traveler and not being paid by UWF is not required. The Travel Department will not question any and all omissions. However, it is the responsibility of the Traveler and the Traveler's department to verify that all expenses paid by UWF, including expenses paid by PCard, are fully reported on the Travel Expense Report.

It is recommended that any expense that is complimentary, meaning paid or provided by a party other than the University or the Traveler, as a result of the Traveler's relationship to or representation of UWF, also be reported in the form of a comment in the Travel Authorization Request and/or the Travel Expense Report.

Reimbursement of a Flat Amount

If the department head wishes to set an overall dollar limit on the amount a Traveler will be reimbursed for specific elective travel, the limit should be agreed to by the Traveler and documented in writing at the time of the Travel Authorization Request *before* the trip. The signed document should be attached to the Travel Expense Report.

For this type of arrangement, the total amount of expenses reported on the Travel Authorization Request and the Travel Expense Report should equal the amount of the allowed reimbursement. Receipts must be provided to support at least the total amount claimed. Expenses incurred should be claimed in the following order:

1. PCard expenses or any other expense paid in advance by UWF, regardless of expense type.
2. Airfare
3. Lodging
4. Registration fees
5. Meals
6. Incidentals

Required Back-up
➤ Document, signed and dated at the time of Travel Authorization Request, showing agreement of Traveler and Department Head when total reimbursement amount is being capped.

Miscellaneous

Job Candidates

If a department or business unit is paying travel expenses for an individual visiting for job interview(s), the relevant position number should be provided when the Travel Authorization Request is processed.

Travel Expenses paid in Addition to Consulting Fees

When the University pays for travel expenses incurred by independent contractors or consultants, the expenses may be paid either as part of the contractor's flat service fee (all-inclusive) or the agreement may stipulate travel costs to be paid as separate reimbursable expenses. In the latter case, travel expenses are reimbursed in accordance with UWF Travel Rules and Policies.

ADA Accommodation

University travelers that require reasonable accommodation for travel arrangements under the Americans with Disabilities Act should submit a Reasonable Accommodation Request Form to Human Resources, ADA Coordinator, a minimum of ten (10) business days before the date of travel. The memorandum from Human Resources, stating the approved reasonable accommodation, must be attached to the Travel Expense Report for any disability related exception to the requirements of the Travel Manual.

Travel Packages

If multiple Travel Expenses are purchased together as a package that results in a cost savings for the University, it is the responsibility of Traveler or Delegate to obtain a breakdown from the merchant or to allocate a reasonable portion of the total to each expense type.

Travel Stipends

Travel stipends awarded to grant participants or students are not paid through the Travel Department.

Missing Receipts

If the employee does not have a receipt for a transaction, an attempt should be made to obtain a copy of the receipt from the merchant. If a receipt cannot be obtained from the merchant, then complete the Missing Receipt Affidavit for the expense type in Concur. Excessive use of the Missing Receipt Affidavit may result in denial of the reimbursement request.

IV. RULES AND PROCEDURES-GENERAL EXPENSES

Registration

Prepayment of registration fees for conferences, conventions, formal meetings, seminars and workshops is often required or advisable.

Prepayment may be paid by the Traveler, paid with a PCard, or paid directly to the vendor via a Direct Pay Request Form. The Traveler may also pay the fee on site and request reimbursement later.

Banquets or special meal events that are offered as separate, optional functions for an additional charge are not normally allowable expenses, and will only be reimbursed by the University with proper justification and Department Chair/Director approval.

If meals are provided as part of a paid registration for an event, these items will be deducted from any daily meal allowances claimed by the Traveler when the Travel Expense Report is submitted. Meals provided, as indicated in the event agenda, cannot also be paid as part of a daily meal allowance and must be deducted regardless of whether the traveler participated in the meal event or not. (See *Rules and Procedures-Domestic Meals/ Foreign Meals* below.)

Required Back-up

- A registration receipt and/or brochure showing the registration fee amount paid, method of payment and additional amenities provided must be included with the Travel Expense Report
- An agenda or schedule at a glance for all conferences, conventions, or formal meetings must be included with the Travel Expense Report. The agenda or schedule must indicate the name of the conference or convention, the dates of the event, the any meals provided as part of the registration fee.

Transportation

Airfare

There are no Preferred Vendor airlines for UWF travel. Airline reservations should be made with any Common Carrier in accordance with good purchasing procedures and Florida Statute 112.061.

UWF Travelers will be reimbursed for economy/non-refundable airfare only. While descriptions for airlines may vary, some common names for allowed purchases are main cabin, basic economy, and economy. While travelers are not required to purchase a basic economy ticket, fees for upgrades such as business select, comfort plus, main cabin extra, premium economy, and early boarding are generally not reimbursable. With Dean or Vice President approval, exceptions may be made for upgrade options providing additional seat room only.

If the airline used charges additional fees for checking baggage, UWF Travelers will be

reimbursed for up to a maximum of two (2) bags. Receipts are required for these charges. Charges for more than two bags will not be paid without a valid business reason.

UWF does not pay for cancellation or change fees for airfare unless there is a valid business reason for the change. Any additional charges for changing flight plans due to personal reasons or for the convenience of the Traveler will be borne by the Traveler. In order for a change or cancellation fee up to \$250 be reimbursed, explicit approval from the Chair or Director is required. For change or cancellations costing over \$250, the explicit approval of the Dean or Vice President, or VP Designee, is required. A memo signed by the appropriate authority should be attached to the Travel Expense Report. Approvers authorizing such fees must consider and identify the funding source, attest that the expense is reasonable and necessary, and/or use unrestricted funds if necessary. It is the responsibility of the Traveler to substantiate that any change fees are proper and necessary.

If a traveler chooses a multi-destination or otherwise circuitous air route for personal reasons, or chooses to drive to a long-distance destination rather than flying, the traveler will be reimbursed only the amount that round trip airfare to and from the business event would have cost. Any additional expenses incurred for personal travel should be paid out of pocket rather than prepaid on PCard. In such cases, the traveler is responsible for pulling comparable airfare--prior to the travel--showing the range of fares available if only the round-trip business fare were being purchased.

Required Back-up
<ul style="list-style-type: none">➤ A receipt for the airfare must be attached to the Travel Expense Report. The receipt may be the email confirmation/itinerary, and must contain <i>all</i> of the following information: name of traveler; dates traveled; times of flights; destination for departure and arrival; class of travel (coach or economy); and fare paid. The receipt should clearly indicate that the ticket has already been paid for.➤ A receipt for any separate baggage charges must be attached to the Travel Expense Report.➤ In the case of a flight change or cancellation fee, attach a memo with business justification and appropriate signature approving the additional expense.➤ If flying a different route for personal reasons, advance airfare quotes showing round trip to and from business event must be attached to the expense report for comparison purposes.

Mileage

All travel connected with the official business of the University must be by the most direct and economical route available.

The Traveler is authorized to claim mileage from official headquarters or home, whichever is less. If a Traveler must travel to a destination (other than headquarters) during non-regular work hours (more than one hour before or one hour later than normal work hours or on non-regular workdays), the Traveler may claim miles from residence, regardless.

Under no circumstances shall a Traveler be reimbursed for expenses in traveling between a Traveler's home and the Traveler's headquarters or regular place of employment.

If a person travels by an indirect route for convenience or personal reasons, the extra costs must be borne by the Traveler.

Vicinity Mileage is requested as an expense separate from Map Mileage, and may be claimed in conjunction with Map Mileage (for instance, employee travels to destination city for multi day conference and also requires additional driving during stay for business reasons) or alone (Traveler must travel from headquarters to downtown for a meeting; Traveler must travel from headquarters to airport to catch flight to destination city.)

Mileage from one UWF Campus to another is considered Vicinity Mileage. Travelers are authorized to use personal vehicles and claim reimbursement for mileage driven from one campus to another.

A Traveler may choose to use her or his own vehicle when traveling to a destination 500 map miles or less (one way or 1,000 miles round trip) from the university. In this instance, travelers utilizing their personal vehicles are authorized to be reimbursed at the Florida Statutory Rate of 44.5 cents per mile.

Cost of operation, maintenance and ownership of a vehicle are the responsibility of the Traveler. The University is not authorized to reimburse a Traveler for repairs, fines for violations of the law, fees related to keys lost or locked in the vehicle, or other related costs incurred while traveling on official business of the University.

The Traveler is not authorized to claim a mileage allowance when transported gratuitously by another person.

A Traveler may claim the cost of gas in lieu of mileage in order to achieve a cost savings for UWF. In such a case, receipts with the date and gas station's imprint are required.

If a Traveler chooses to drive a personal vehicle to a destination more than 500 map miles from the university, mileage reimbursement for the entire trip is limited to the amount that would have been allowed had the most economical Common Carrier been used. Comparable airfare and rental car quotes should be obtained before the travel occurs and provided as part of the Travel Expense Report. Travelers may complete the [Mileage Reimbursement Comparison](#) spreadsheet and attach it to the TER in lieu of sending airfare and rental car quotes. If it is determined that mileage reimbursement at the Florida Statutory Rate of 44.5 cents per mile is not the most economical means of travel, no portion of the mileage will be reimbursed to the traveler at that rate. The Mileage Reimbursement Comparison Instructions are included in Appendix A to this manual along with an example of a completed form.

Required Back-up
<p>➤ A record of miles must be accurately maintained and shown on the TER. If more convenient, the Daily Travel Report form may be attached to the TER showing multiple trips of recurrent mileage, as long as it is clear and auditable. Either the TER or the Daily Travel Report form must show the number of miles of travel from the point of origin to the point of destination</p>

Dates and times of departure and return must be shown for each point of travel and the form must be signed by the Traveler.

- If the Daily Travel Report is used then Map Mileage (city to city) must be obtained from the Florida Department of Transportation mileage chart or some other source such as MapQuest or Google Maps and attached to the TER.
- If the Mileage Calculator available in Concur is used to calculate the mileage on the TER then proof of map mileage is not required.
- If driving long distance, advance airfare and rental car quotes for comparison purposes must be included with the Travel Expense Report.
- The [Mileage Reimbursement Comparison](#) spreadsheet may be submitted in lieu of airfare and rental car quotes.

Car Rental

Avis Budget Group (Avis and Budget) is the Preferred Vendor for UWF Travelers in need of rental vehicles. The State of Florida has entered into a contract with Avis Budget Group for the rental of vehicles to customers on official state business. The contractor offers services for Avis and Budget.

Reservations should be made via Concur when possible. You may also make reservations using the [Avis or Budget](#) website, Avis or Budget mobile app, by phone, or directly through the Reservation Portal <https://www.carrental.com/abgPartners/sof/>. **Departmental representatives signed up for a Global Electronic Billing Agreement must make reservations using the Avis or Budget website or by phone.** Renters should use the appropriate Avis Worldwide Discount (AWD) or Budget Corporate Discount (BCD) code at the time of the reservation to receive the contracted rates. Reservations can also be made by contacting the Avis/Budget toll-free number: State of Florida Reservation Desk: 800-338-8211

BRAND	Business Use Rentals	Leisure Use Rentals
Avis (AWD)	B133409	S954700
Budget (BCD)	T417727	T118900

Prior to making a reservation or renting a vehicle, renters are strongly encouraged to sign up for the free Avis Preferred and Budget Fastbreak programs. Renters are also encouraged to download the free Avis and Budget mobile apps. These steps will help expedite the reservation and rental process for the renter.

The Avis Budget Group contract provides primary vehicle classes which are the most desired by the State. The following classes are available to rent under this contract: Compact, Intermediate, Full-size, Minivan, 12-Passenger Van, and Standard SUV. Additional classes of vehicles available to rent under this Contract are as follows: Economy, Intermediate SUV, Large SUV, Standard Pickup, Large Pickup, and Standard Hybrid.

UWF allows for the rental of intermediate or compact class cars. An exception to the vehicle class rule is allowed when the automobile is shared with other travelers on UWF business. The

rental of a full-size vehicle is justified when transporting two or more travelers, while four or more travelers qualify for a mini-van or SUV. An exception to the vehicle class rule is also available when the traveler must transport significant amounts of materials or equipment for business purposes. Luxury or premium vehicles are not authorized under any circumstances.

If circumstances justify rental of other than an intermediate or compact car, the upgraded vehicle class should be requested when reservations are made.

If an employee rents a vehicle with a Common Carrier other than Avis/Budget, or rents a vehicle outside of the intermediate or compact class, a justification must be attached to the TER, or the employee must reimburse the university for excess costs incurred.

If the renter wants to upgrade to a larger car class at their own expense, the renter must request the larger car class at the time of the reservation, not at the time of pick-up. Renters must arrange with Avis/Budget at the time of pick-up to pay the cost difference using personal funds.

If a vehicle is reserved in advance and the reserved car class is not available, Avis/Budget will provide an upgrade at no additional charge. If a vehicle is not reserved in advance and the desired car class is not available, the renter will be charged for the actual car class rented.

If unable to rent under the Avis/Budget contract, renters should secure an intermediate or compact vehicle with another Common Carrier at the most economical rate available. Personal insurance coverage and other types of optional charges will not be reimbursed.

Business Use: The minimum age requirement for business use rentals is 18 for all car classes except passenger vans. Passenger vans accommodating 12 to 15 passengers have a minimum age requirement of 21. Avis/Budget will not assess underage fees to any business use rental.

Leisure Use: The minimum age requirement for leisure use rentals is 18 for all car classes except passenger vans. Passenger vans accommodating 12 to 15 passengers have a minimum age requirement of 25. Avis/Budget will assess underage fees to any leisure use rental if the renter is between the ages of 18 and 24.

Travelers should have a valid business reason for retaining a rental car for an extended period of time. For instance, a Traveler who attends a conference for several days and stays at the hotel where the event is being held would not likely need to retain a car for the entire stay.

Avis/Budget is our primary contracted rental car company. However, Enterprise/National would serve as the preferred alternative in the event Avis/Budget does not have availability. Enterprise/National has contracted discounted rates available for UWF Business purposes using Contract Number XZ55574.

Required Back-up

- An itemized receipt for all rental car expenses must be attached to the Travel Expense Report. Receipt should clearly indicate class (size) of car, daily amount and any additional charges incurred.
- A receipt for all gas expenses associated with the use of a rental vehicle is required with the Travel Expense Report.

University Vehicles

The use of University owned vehicles is encouraged whenever possible. If a University vehicle is used, mileage may not be claimed. While most University vehicles are maintained routinely by the department or unit, gas required for a particular trip may be reimbursed through travel when receipts are provided. The license plate number of the University vehicle should be provided at the time the Travel Authorization and/or Travel Expense Report is submitted.

Other Ground Transportation

Taxis, trains, buses, and other mass transit may be used when these modes of transportation result in a cost savings to the University. Receipts are required for all ground transportation in excess of \$25 per transaction.

Required Back-up

A receipt is required for the following expenses and should be attached to the Travel Expense Report:

- Taxi or shuttle expenses in excess of \$25 on a per-fare basis (tip up to 20%). Any expense paid on a UWF PCard requires a receipt, regardless of the amount.
- Bus, Train or other public transportation in excess of \$25 per incident. Any expense paid on a UWF PCard requires a receipt, regardless of the amount.
- Parking or Tolls in excess of \$25 per transaction

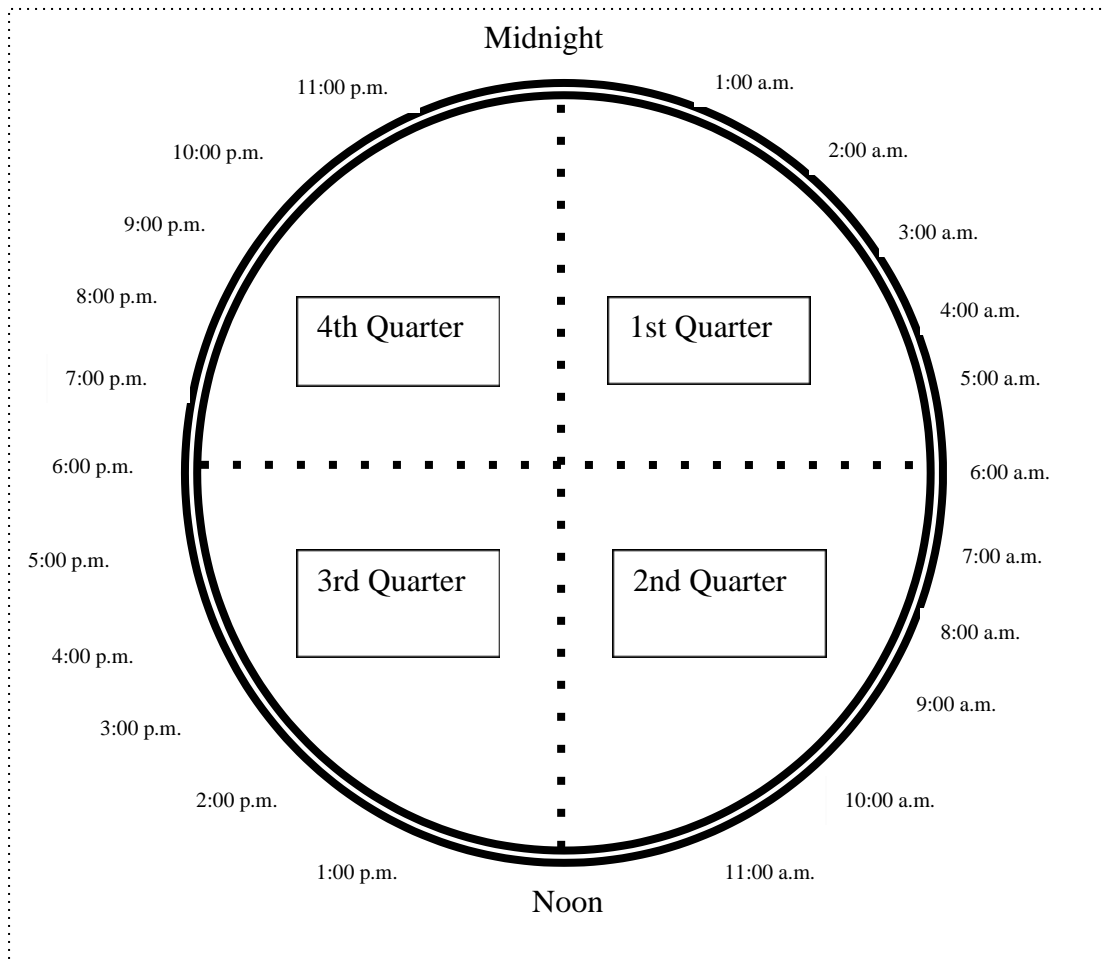
Personal Plane

The use of personal planes for UWF business is not reimbursable due to increased liability and administrative cost issues.

Flat Per Diem

Per Florida statute, a Flat Per Diem of \$80 may be claimed for any domestic or foreign travel in lieu of claiming actual lodging receipts and daily meal allowances.

For figuring Flat Per Diem on the first day of travel, the travel day is divided into four quarters worth \$20 each (see chart below). The Traveler should claim \$20 for each quarter during which he or she is traveling.



The \$80 daily rate is intended to reimburse for both lodging and meal expenses. On the last day of a trip all travelers will be paid for meals only, and may not claim Flat Per Diem.

Any meals provided to the Traveler at UWF expense via a paid registration must be deducted from the daily \$80 at the statutory rates of \$6 for breakfast, \$11 for lunch and \$19 for dinner.

There is currently no Flat Per Diem reimbursement for one day travel not involving an overnight stay, and for travel less than 50 miles from the Traveler's headquarters.

Incidentals

Actual incidental expenses incurred while on UWF business will be reimbursed. Since the University reimburses actual amounts per incident for these types of expenses, incidental per diem allowances for Foreign Travel that appear on the Department of State list of allowance amounts may not be claimed.

While it is strongly advised that receipts be obtained whenever possible, parking, storage or toll fees under \$25 may be reimbursed without receipts.

Travelers should use the most economical available parking. Valet parking will be reimbursed only when hotel or event location does not offer less expensive or free self-parking.

Portage will be reimbursed at \$1 per bag, with a maximum of \$5 per incident. (A total of \$10 per stay for in and out.) If official business results in additional portage (for example, a large amount of necessary materials or equipment must be transported) a justification must be provided at the time reimbursement is requested. Receipts are not required for portage.

While some incidental expenses under \$25 do not require a receipt, please see table below for items requiring receipt.

Required Back-up

A receipt is required for the following incidental expenses and should be included with the Travel Expense Report:

- Parking, Storage, or Tolls in excess of \$25 per transaction
- Supplies for events (Limit \$100)
- Communication expenses (phone calls, internet access, fax needed for business purposes)
- Photo copies needed for business purposes
- Passport or Visa
- Travelers Checks or Currency Exchange Fees
- Laundry expenses (when official business travel extends beyond seven days)

Expenses Not Allowed

The following list, which is not all-inclusive, represents some travel expenses that are not reimbursable through UWF Travel:

- Alcoholic beverages
- Cancellation charges (unless justified)
- Cell Phone Expenses
- Childcare costs
- Early check in fees
- Expenses for non-business-related activities such as sightseeing or entertainment
- Expenses incurred by spouse or family (exception provided if allowed by employment contract or authorized by the President, and paid for by the UWF Foundation)
- Extra baggage charges for personal items, i.e. golf clubs or skis
- House Hunting trips or expenses
- Late checkout fees
- Laundry, cleaning, pressing expenses for trips of six days or less (exception for athletic teams laundering uniforms)
- Lodging within 50 miles of headquarters or home (unless justified, with documented preapproval)
- Lost or stolen cash or personal property
- Meals included in the cost of registration
- Mileage from home to headquarters or headquarters to home
- Parking expenses at assigned workplace
- Pay-for-view movies in hotel/motel room
- Personal insurance on rental vehicles (unless on international travel)
- Personal phone calls, including calls home
- Pet care costs
- Personal plane use
- Repairs, towing service, etc. for personal vehicles
- Room service
- Fees for the use of a hotel safe, unless mandatory by the hotel
- Supplies associated with the business activities of a trip costing more than \$100
- Taxi or other transportation to restaurants when meals are available near the hotel
- Tips in restaurants
- Traffic citations, parking tickets, and other fines
- Travel insurance
- Expenses related to lost keys or keys locked in a vehicle due to employee negligence
- Limousine services, unless it can be shown that it is the most economical method of transportation.
- Travel to certain foreign destinations designated “terrorist states,” pursuant to Florida Statute 112.061 and designated by the U.S. Department of State

V. RULES AND PROCEDURES-DOMESTIC MEALS AND LODGING

Travelers, Supervisors, and Approvers should be familiar with meal procedures insofar as they must understand when meals may or may not be requested and when meals should be deducted from the total daily allowances.

Domestic Meals

Domestic Travelers will be paid meal allowances pursuant to FS 112.061 (6) (a-c) as follows:

Breakfast	\$6
Lunch	\$11
<u>Dinner</u>	<u>\$19</u>
Total for day	\$36

Meals for first and last days of Domestic Travel are based on times of departure and return. On first and last days, travel must begin before 6am and extend past 8am to qualify for breakfast; begin before Noon and extend past 2pm to qualify for lunch; and begin before 6pm and extend past 8pm to qualify for dinner.

Meals included in the cost of registration fees or otherwise paid by UWF must be deducted from the daily meal allowance. Meals provided, as indicated in the event agenda, cannot also be paid as part of a daily meal allowance and must be deducted regardless of whether the traveler participated in the meal event or not.

There is currently no meal reimbursement for one day travel not involving an overnight stay.

As provided by the Florida Attorney General, continental breakfast constitutes a meal and must be deducted from the daily meal allowance if provided as part of a registration fee or otherwise paid for by UWF. Meals provided by an airline or hotel need not be deducted.

A Traveler wishing to claim less than the published meal allowance to which he or she is entitled must provide a statement in writing, to be attached with the Travel Expense Report, indicating knowledge of the allowable rate and voluntary claim of the lesser amount. Under no circumstances may the meal allowance claimed exceed the published state rates.

Domestic Lodging

There are no contracted or preferred hotels for UWF Domestic Travel. Lodging reservations should be made with any merchant in accordance with good purchasing procedures and Chapter 112.061, Florida Statutes.

For domestic lodging, justification is required at the time of reimbursement request if the nightly hotel rate (before taxes) exceeds \$200.

If the hotel rate exceeds \$200 and is the conference or convention location, “conference hotel” may be used as justification.

The “conference hotel” is the hotel where the conference, convention, meeting or other event activities are being conducted. If the event is held in one location and organizers suggest neighboring accommodations in official registration materials, justification will be accepted based on proximity of lodging to event, need for additional transportation and overall cost savings.

If the nightly hotel rate exceeds \$200 and is not the conference or convention location, an explanation is required as well as the explicit approval of the department head or above. The written and signed approval should be included with the Travel Expense Report.

Domestic lodging will be reimbursed at the single occupancy rate unless a room is shared by multiple UWF travelers resulting in a cost savings to the University. If the hotel receipt indicates double occupancy and the room is not shared with other UWF Traveler(s), the reimbursement must be reduced to reflect the cost of the single occupancy rate.

Late checkout, early check-in, or guarantee reservation fees that cannot be canceled will not be reimbursed unless a business reason is provided and it is in the best interest of UWF to do so.

Lodging within 50 miles of headquarters will not be reimbursed without a full justification. Appropriate business purposes include cases where the traveler is hosting/working at the conference rather than simply participating as a paying attendee and cases where late night events include professional activities.

The Florida Legislature mandated in HB 5003 that lodging paid with state funding may not exceed \$175 per night for events sponsored or organized by the University of West Florida. State funds include all E&G funds and state sponsored grants. Amounts exceeding \$175 per night may be paid through an alternative funding source.

Required Back-up
➤ An itemized lodging receipt showing zero balance due must be included with the Travel Expense Report sent to travel

VI. RULES AND PROCEDURES-FOREIGN MEALS AND LODGING

Travelers, Supervisors, and Approvers should be familiar with these procedures insofar as they must understand when meals and lodging may or may not be requested and when meals should be deducted from the total daily allowances.

Foreign Per Diem

With the approval of the President, travelers may claim foreign per diem for meals, lodging and incidentals, otherwise, foreign travel is reimbursed as described below.

Foreign Meals

Meals for all days of Foreign Travel will be reimbursed at the published Department of State rate for the destination area. Rates are located on the [Department of State](#) website. Rates are included in Concur, and will populate on the Travel Expense Report based on the itinerary created. If you have questions please call 850-474-3049 and someone will assist you with selecting the correct foreign rates.

The allowance for incidentals that is listed with the published Department of State rates should be excluded to arrive at the meal allowance. Since UWF reimburses actual amounts per incident for these types of expenses pursuant to FS 112.061, incidental per diem allowances for Foreign Travel that appear with the federal published rates may not be claimed. (See details above, under *Incidentals*.)

Meals for first and last days of Foreign Travel are based on times of departure and return. On first and last days, travel must begin before 6am and extend past 8am to qualify for breakfast; begin before Noon and extend past 2pm to qualify for lunch; and begin before 6pm and extend past 8pm to qualify for dinner.

Meal rates are determined for each day based on the destination of the traveler at the end of each travel day.

Meals included in the cost of registration fees or otherwise paid by UWF must be deducted from the daily meal allowance. Meals provided, as indicated in the event agenda, cannot also be paid as part of a daily meal allowance and must be deducted regardless of whether the Traveler participated in the meal event or not.

Continental breakfast is a meal and must be deducted from reimbursable meals if provided as part of a registration fee or otherwise paid for by UWF. Breakfast provided by an airline or hotel need not be deducted.

A Traveler wishing to claim less than the published meal allowance to which he or she is entitled must provide a written statement, to be included with the Travel Expense Report, indicating knowledge of the allowable rate and voluntary claim of the lesser amount. Under no circumstances may the meal allowance claimed exceed the published federal rates.

FOREIGN MEALS AND LODGING ALLOWANCES

LOCALITY	MAXIMUM LODGING AMOUNT (A) +	M&IE RATE (B) =	MAXIMUM PER DIEM RATE (C)	EFFECTIVE DATE
AFGHANISTAN ^{-2/19}				
Kabul ^{2,19}	0	25	25	4-1-06
Other	0	15	15	8-1-03
ALBANIA				
Tirana	168	75	243	5-1-06
Other	81	25	106	4-1-92
ALGERIA ^{-2/}				
Algiers ²	184	97	281	10-1-06
Other	174	81	255	1-1-06

In the [Department of State](#) table as shown above, Column A provides the lodging rate for the area. Column B is the total daily meal allowance plus an incidental allowance. The incidental allowance must be deducted as described below.

M&IE Rate (\$) ¹	Breakfast	Lunch	Dinner	Incidentals
1	\$0	\$0	\$0	\$1
2	0	0	1	1
3 ...	0	1	1	1
75	11	19	30	15

The table in [Appendix B Chapter 301-Federal Travel Regulation](#) provides a breakdown for each M&IE allowance found in the Department of State list above. Scroll down to find the M&IE rate from Column B to get the breakdown for breakfast, lunch, dinner and incidentals. The incidentals amount should not be claimed.

Example: The published lodging allowance for Tirana, Albania is \$168. The published daily M&IE rate is \$75. The daily meal allowance is \$11 for breakfast, \$19 for lunch and \$30 for dinner, for a total maximum allowance of \$60 for daily meals. The incidental amount of \$15 should be disregarded.

Foreign Lodging

There are no contracted or preferred hotels for UWF Foreign Travel. Lodging reservations should be made with any merchant in accordance with good purchasing procedures and Chapter 112.061, Florida Statutes.

Foreign lodging should be obtained at or below the published Department of State rate for the destination area whenever possible.

If the hotel exceeds the rate published by the Department of State and is the conference or convention location, “conference hotel” may be used as justification to exceed the published rate.

The “conference hotel” is the hotel where the conference, convention, meeting or other event activities are being conducted. If the event is held in one location and organizers suggest neighboring accommodations in official registration materials, justification will be accepted based on proximity of lodging to event, need for additional transportation and overall cost savings.

Foreign lodging will be reimbursed at the single occupancy rate unless a room is shared by multiple UWF Travelers resulting in a cost savings to the University. If the hotel receipt indicates double occupancy and the room is not shared with other UWF Traveler(s), the reimbursement must be reduced or confirmation that the rate is the same for single and double occupancy is required.

Late checkout or guarantee reservation fees that cannot be canceled will not be reimbursed unless a business reason is provided and it is in the best interest of UWF to do so.

Required Back-up
<ul style="list-style-type: none">➤ An itemized lodging receipt showing zero balance due must be attached to the Travel Expense Report in Concur➤ Concur converts foreign currency to US dollars. When inputting an expense type on the TER in Concur choose the foreign currency used for the expense and Concur will convert the amount to US Dollars paid

VII. CASH ADVANCE

Travelers are encouraged to obtain a UWF PCard to avoid the need for a Cash Advance. For information on UWF's PCard program, please go to the [UWF Procurement Card Program](#) website.

In some circumstances a Cash Advance for UWF Travel Expenses may be requested. The University will authorize payment of up to 100% of airfare plus 80% of remaining estimated expenses for employees and 100% of estimated expenses for students on an approved Travel Authorization Request.

All travel advances should contain details regarding the calculation of the request (itemized cost estimations for out-of-pocket expenses, etc.) that should be uploaded to the travel request. Group or Team Travel should also include a list of student's names and ID numbers.

Only University employees and students are eligible to receive an advance unless a grant specifically states otherwise. Current cash advance directives and procedures provide for the following:

- Completed and approved requests for a travel advance should be submitted at least ten (10) business days prior to departure or a justification should be included if submitted less than ten (10) business days. Travel advances received by the Controller's Office less than five business days prior to travel could result in the travel advance not being processed timely before the expected departure time.
- The Traveler shall not have more than one advance at a time. Exceptions for special events or activities are made on a case by case basis.
- The advance must be settled no more than ten (10) business days from the travel end date regardless of whether reimbursement is due.

To request a cash advance, input the amount requested in the Cash Advance Amount field on the Concur Travel Request and input a date in the Requested Disbursement Date field. To assist in calculating the allowable amount for a cash advance, users may complete the Application for Advance on Travel Expense form and attach it to their Concur Travel Request.

For assistance with a cash advance please contact the Controller's Office at 850-474-3049.

Appendix A

Instructions for Mileage Reimbursement Comparison

Use the Mileage Reimbursement Comparison spreadsheet *only* if the traveler chooses to drive a personal vehicle to a destination in excess of 500 map miles from the university and be reimbursed for mileage rather than renting a car or flying.

Include a printout of the spreadsheet with the Travel Expense Report

The university will reimburse the lesser of the Mileage Reimbursement, Rental Car Estimate, or Airfare Estimate.

If you have any questions please contact Phebe Scully, ext 3049 or pscully@uwf.edu.

Mileage Reimbursement: Enter the round-trip mileage in the space provided. The Mileage Reimbursement will be automatically calculated at 44.5¢ per mile, in accordance with Florida Statute 112.061

Rental Car Cost Estimate:

1. Enter the number of rental car days.
 - o You may adjust the Number of Rental Car Days to include an extra day for picking up the car the day before a trip and for returning the car the day after the conclusion of the trip where justified. For example: If you are leaving for a trip prior to the time the rental car agency opens for business or your work schedule makes it impracticable for you to pick the car up on the day of travel, you are authorized to pick up the car a day early and add a day to the Number of Rental Car Days.*
2. Select the rental car class. Left click on the field next to "**Select Rental Car Class:** " to reveal a drop-down menu from which to make your selection. Cost will automatically calculate.
 - o Selecting a rental car class above compact or intermediate requires transportation of multiple travelers on university business or significant additional items such as materials or equipment.*
 - O The estimated cost is based on Avis/Budget rental car rates, and does not include taxes, fees, etc. The university is exempt from these charges as long as a University Pcard is used to pay for the charges.*
3. Fuel Cost Estimate. This will automatically calculate based on the trip mileage entered in the Mileage Reimbursement section.

o The Fuel Cost Estimate is determined by dividing the Round-Trip Mileage by the average fuel mileage for the class of car selected and multiplying the result by the average fuel price. The average fuel price is from the U.S. Energy Information Administration website, www.eia.doe.gov.

4. Enter airport parking fees, if applicable. Provide backup to support your estimate such as a screenshot or parking quote
5. Total Rental Car Estimate calculates automatically.

Airfare Estimate:

1. Enter airfare cost. Provide backup to support your estimate such as a screenshot or *o Airfare estimation can be from an airline website, Orbitz, Expedia, or other similar sites*
2. Enter rental car costs, if you would have to rent a car at your destination. The Rental Car Cost Estimate section of this spreadsheet may facilitate this calculation.
3. Enter any applicable parking fees. Provide backup to support your estimate such as a screenshot or parking quote
4. Enter any applicable airline baggage fees. Provide backup to support your estimate such as a screenshot from the airline website or baggage quote
5. Total Airfare Estimate calculates automatically.

Maximum Mileage Reimbursement Allowed: Calculates automatically as the least of the three amounts.

Mileage Reimbursement Comparison Example

Special Situation: Adding days to the Number of Rental Car Days and choosing a rental car class other than sub-compact or compact

Traveler chooses to drive their personal vehicle and request mileage reimbursement rather than renting a car or flying.

Destination: Miami, FL

Departure Date and Time

5/25/2010 6:00 A.M.

Return Date and Time

5/27/2010 10:00 P.M.

Number of Travelers: 2

o For this trip, the traveler is authorized to select an Intermediate size car from the **Select Rental Car Class** because they are transporting multiple travelers on university business. This could also be justifiable based on the amount of other items being transported.

o They are also authorized to add two days to the **Number of Rental Car Days** since Avis/Budget would not be open prior to departure or upon return.

Mileage Reimbursement

Enter Round Trip Mileage:	1298
Mileage Reimbursement Rate/Mile:	44.5¢
Mileage Reimbursement Amount:	\$577.61

Rental Car Cost Estimate

Enter Number of Rental Car Days:	5	
Select Rental Car Class:	Intermediate - 2 or more travelers	\$133.75
Fuel Cost Estimate:	1298	150.05
Enter Airport Parking Fees (If applicable):	50	50.00
Total Rental Car Cost Estimate:		\$333.80

Airfare Estimate

Enter Airfare Cost:	\$400.00
Enter Rental Car Cost (If Applicable):	0.00
Enter Parking Fees (If Applicable):	50.00
Enter Airline Baggage Fees (If Applicable): _____	50.00 _____
Total Airfare Estimate:	\$500.00

Maximum Mileage Reimbursement Allowed:	\$333.80
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