UNIVERSITY OF CENTRAL FLORIDA

TRAVEL MANUAL

Revised: May 2026

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1.0 Introduction

The intent of the University of Central Florida Travel Manual (UCF Travel Manual) is to familiarize university employees with the travel provisions of Florida Statute §112.061, Florida Administrative Code 69I-42 and UCF policies 3-205.3 and 2-903.3. It is the responsibility of all travelers to familiarize themselves with the UCF Travel Manual to ensure they are following the proper process, whether seeking reimbursement or not, for their travel. The Finance Business Centers and/or the Knights Experience Team (kNEXT) provides guidance to all travelers, both employees and non-employees, of the various travel requirements to ensure proper compliance with all policies.

All facets of travel are to be by the most efficient and economical means. Expense Reports are processed by UCF in compliance with Florida laws and the university's policies and procedures. Receipts and/or additional documentation or justification will be required to support the reimbursement of expenses claimed. Positive or negative adjustments to reimbursement requests may be made, as necessary, to comply with applicable statutes, policies, and procedures.

All travel is contingent upon available budget and cost center approval. The travel manual in no way obligates the university to reimburse all allowable expenditures in connection with approved travel.

Keys to Success for UCF Travel Reimbursement

Step 1	Obtain travel approval **prior** to the travel dates. This process can be completed via Workday Spend Authorization. The approval should include the justification on why this travel benefits the university.
Step 2	Familiarize yourself with allowable UCF travel reimbursement in this manual prior to travel. The following are important, typical travel expenses: • **Airfare:** Non-refundable economy ticket only. • **Rental Car:** For 1-2 Travelers must select economy/compact size. • **Accommodations:** Conference hotel: Conference rate. • **Accommodations:** Non-conference hotel within US Only: No more than $225 base rate/night. • **Personal Vehicle Usage:** $0.445 per mile plus tolls. • **Domestic Meal Allowance:** $36 per day, limitations may apply. • **Tips for taxi/shuttle or restaurant meals:** No more than 20%, rounded up to the nearest dollar.
Step 3	Ensure you have collected all receipts related to the travel.
Step 4	Submit expense reports with trip details (agenda and schedule) and receipts for reconciliation and reimbursement in a timely manner.
Step 5	If you need support on understanding travel policies, work with your Finance Business Center and/or the Knights Experience Team (kNEXT) to ensure compliance when making travel arrangements.

2.0 Travel Class

Florida Statute §112.061 categorizes travel into three classes:

Class A Travel	Continuous travel of 24 hours or more away from official headquarters.
Class B Travel	Continuous travel of less than 24 hours, which involves an overnight absence from official headquarters.
Class C Travel	Travel for short or day trips where the traveler is not away from their official headquarters overnight. Note: Meals or Straight Per Diem reimbursement is NOT allowable for Class C Travel.

3.0 Types of UCF Travelers

The traveler class determines how travel reimbursement is processed in Workday. The chart below provides a summary of the traveler setup for each travel class.

Type of Traveler	Traveler Setup
UCF EMPLOYEES (STAFF, FACULTY, STUDENT EMPLOYEE, AND CONTINGENT WORKERS)	Worker Profile Student Employee Note: Any student employee whose travel related to their employment role can be processed as "Worker."
STUDENTS, NON-EMPLOYEES (U.S. CITIZENS, PERMANENT RESIDENTS, AND NON-RESIDENTS [NRA])	U.S. Citizens → External Committee Member Permanent Residents → External Committee Member Non-Residents (NRA) → Suppliers *NRA NOTE:* Under UCF policies 2-901.2, university departments, business centers, and the Knights Experience Team (kNEXT) must request approval from UCF Global for supplier activities and reimbursement on behalf of any non-U.S. person. Any payments on behalf of foreign individuals must be reviewed by UCF Global Employment & Taxation Department to assess withholding tax implications in compliance with U.S. immigration and IRS taxation rules for foreign nationals. This review is part of the business process within Workday and is based on the status of the traveler.
PROSPECTIVE EMPLOYEES	External Committee Member (Regardless of Citizenship)
EXTERNAL PAYEES	U.S. Citizens and Permanent Residents: Travel Expense Only → External Committee Member Travel Expenses + Honorarium/Payment for goods & services → Supplier Non-Residents (NRA): Travel Expenses and/or Payment for goods & services → Supplier NRA NOTE: Under UCF policies 2-901.2, university departments, business centers, and the Knights Experience Team (kNEXT) must request approval from UCF Global for supplier activities and reimbursement on behalf of any non-U.S. person. Any payments on behalf of foreign individuals must be reviewed by UCF Global Employment & Taxation Department to assess withholding tax implications in compliance with U.S. immigration and IRS taxation rules for foreign nationals. This review is part of the business process within Workday and is based on the status of the traveler.

3. Types of UCF Travelers (Continued)

Note: If you are not sure which traveler type to use, contact the Travel Center of Expertise for clarification at travelfa@ucf.edu .

4.0 Spend Authorizations

What is the purpose of a Spend Authorization?

Per Florida Statute §112.061, travel on UCF business must be authorized in advance of travel start date. A Spend Authorization is the university's formal document for the approval to incur travel expenses and request travel and field advances. Spend Authorizations must be submitted in and fully approved before making commitments to travel or incurring expenses for traveling.

A Spend Authorization should be prepared in the name of the traveler or group leader in case of group travel. A Spend Authorization must include descriptive trip purpose including official conference name or meeting name and benefit to UCF. All anticipated costs associated with the travel should be included. Anticipated costs should be broken out on their corresponding Spend Authorization line.

Only one Spend Authorization should be created per trip with the correct trip start date, trip end date, and business destination(s). Spend Authorizations created in Workday automatically generate an itinerary in Terra Dotta, which provides duty of care aspect for the university to assist our traveler in case of emergency. A combination of Cost Centers, Grants, Gifts, Projects, and Designations may be included on a single Spend Authorization. However, if the Spend Authorization includes a request for an advance, only a single funding source may be used on the Spend Authorization.

> **State Vehicle Use Spend Authorization Requirements:** *When using a state vehicle for a day trip and no travel expense will be incurred at all, a spend authorization is not needed. However, if a state vehicle is used for a day trip and there are ANY travel expenses (registration, parking, tolls), a spend authorization will be required.*

4.1 Types of Travel Spend Authorizations

Travel type is determined by the destination of business. There are three major types of travel. They include:

- **In-state travel** – The travel destination is within the State of Florida.
- **Out-of-state travel** – The travel destination is outside the State of Florida but within the United States and its territory.
- **Foreign Travel** – The travel is all outside the United States and its territories.

4.1 Types of Travel Spend Authorizations (Continued)

Travel type can also be classified by the following items:

Travel Classification	Definition
Blanket Spend Authorization	A blanket Spend Authorization may be created when an employee performs numerous trips to the destination or for vicinity travel within the State of Florida. Trips within a blanket Spend Authorization cannot be overnight; therefore lodging, airfare, and domestic meal allowance expense items should not be included on a blanket Spend Authorization. A blanket Spend Authorization may be created for a fiscal year, or for a shorter period. Reimbursement for blanket spend authorization must be submitted at least monthly. All blanket Spend Authorizations expire at the end of the fiscal year (June 30).
Spend Authorizations for Individual Trips	A Spend Authorization created for a one-time trip for a single individual. A trip consists of travel from their headquarters to the destination(s) and return to headquarters.
Spend Authorizations for Group Travel	A Spend Authorization for group travel is created for a one-time trip for two or more individuals traveling at the same time to and from the same location for the same purpose. A Spend Authorization for group travel must be created in the group leader's name and include a business purpose of group travel. A group leader is responsible for handling all the travel-related expenses for the group. Only the group leader is eligible to be reimbursed. It is the group leader's responsibility to make payment to the other members of the group, if necessary. Each attendee should be added to the Spend Authorization using the Attendee field. In addition, a Group Travel Roster Form indicating each traveler's citizenship information must be attached to a Spend Authorization and Expense Report for ensuring compliance for non-resident alien travelers. The attendees must be added to the Hotel (conference, non-conference, or State of Florida sponsored event), Spend Authorization lines. If the travelers will be changing destinations during the trip, the attendees must be added to any Spend Authorization lines with a different destination. Failing to do so will create inaccurate itineraries in Terra Dotta which can limit the university's ability to assist travelers in the event of an emergency.

4.2 Complimentary Travel Spend Authorization

Due to state reporting requirements, a complimentary travel Spend Authorization is required when:

- Travel expenses are funded by a third party.
- Travel expenses will not be incurred by the university.

A complimentary travel Spend Authorization includes:

1. Spend Authorization header sections: enter travel purpose, benefit to the university, and information detailing why no travel expenses are being incurred and the third-party entity incurring those expenses.

2. At a minimum, the Spend Authorization lines should include:
    a. Hotel (conference, non-conference, or State of Florida sponsored event),
    b. Airfare, and
    c. Registration.

3. For Each Spend Authorization line funded by a third-party enter the amount of $1.

4. For supporting documentation, if travel is entirely funded by a third-party, a letter, email, brochure, etc., outlining who and what is funded must be provided on the Spend Authorization.

If UCF Expense Card is used in making travel arrangements prior to 3rd party reimbursement, traveler must ensure that a payment from 3rd party is addressed or payable to University of Central Florida.

5.0 Travel Arrangements

5.1 Online Travel Booking

UCF has partnered with the following Travel Booking Service Providers to deliver discounted rates and targeted customer service experiences to UCF travelers:

- Concur
- Southwest Business
- AVIS/Budget
- Enterprise/National - Sign-in with UCF NID and open “UCF Enterprise Website.url” file.
- Brightline Train
- Hotel near UCF Campuses – Visit https://procurement.ucf.edu/contracts/ and search for the latest “Hotel Listings” for the most up-to-date UCF rates for local hotels.

A. Accessing the Concur Booking Tool

UCF strongly encourages travelers to utilize Concur, the university’s online travel booking tool, when booking UCF-related travel. The Concur booking tool provides users many advantages:

Advantages to Using Concur

- Allows traveler(s) to arrange all their travel needs from airfare, lodging, and car rental in one place. Automatically uses UCF's negotiated contracts with Southwest Business, AVIS/Budget and Enterprise/National.
- Ensures compliance with the travel provisions of Florida Statute §112.061, Florida Administrative Code 69I-42 and UCF policies 3-205.3 and 2-903.3
- Assistance from a dedicated travel agent for any travel needs.
- Travelers may include their frequent flyer accounts in their Concur user profile.
- In case of emergency or changes in travel plan, a dedicated agent will be able to assist travelers to rebook travel and other accommodation to return home or continue business travel. The fee associated with Concur agent service is an allowable expense.

Accessing the Concur Booking Tool

Step 1	Access the UCF Financial Affairs website at www.fa.ucf.edu
Step 2	Click the Book Your Travel via Concur Solutions link as shown below:
Step 3	Login with your UCF single sign on credentials.
Step 4	If new to Concur, create the required concur user profile. Instructions for creating a profile can be found at on the Travel FAQ page.

B. Accessing Southwest Business Booking Tool

UCF has a corporate contract with Southwest Business. The contract provides discounted airfare and targeted customer services to UCF business travelers along with other general Southwest benefits.. Leisure travel booking is not allowed on Southwest Business. Travelers can access Southwest Business booking tool easily through www.swabiz.com . More details on how to use SWABIZ.com can be accessed at https://fa.ucf.edu/travel-forms-guidelines-manuals/ .

Note: Booking through www.southwest.com will NOT offer the discounted contract rates.

C. Accessing AVIS/Budget and Enterprise/National

For business car rental with AVIS/Budget and Enterprise/National, a unique billing account number associated with expense card must be established prior to making a reservation. All related forms and instructions can be accessed at https://fa.ucf.edu/travel-forms-guidelines-manuals/ .

D. Accessing Brightline Booking Tool

UCF has a relationship with Brightline to provide exclusive rates for both business and leisure rail travel to all our faculty members, employees, and students.

D. Accessing Brightline Booking Tool (Continued)

UCF Travelers must create a Brightline account using their University of Central Florida domain email "@ucf.edu". UCF travelers booking with their UCF domain name will receive 25% on a SMART fare class ticket.

5.2 University Expense Card

UCF strongly encourages its employees to utilize UCF Expense Cards for travel-related expenses. Upon approval, a traveler can be issued a UCF billed and paid Expense Card through Bank of America in the traveler's name to utilize for registration, airfare, hotel, parking, etc. A UCF Expense Card may not be used for personal expenses, including the purchase of travel-related meals.

The University of Central Florida is not liable for payment of State of Florida sales tax, when purchases are made using a UCF Expense Card.

If a UCF Expense Card holder is booking travel on behalf of a traveler, the travel Expense Card transaction is required to be reassigned to the traveler prior to reconciliation on an Expense Report. More detailed information about UCF Expense Cards can be found on the CardPro website.

6.0 Travel Expense Reimbursement Request

6.1 General Guidelines for Travel Reimbursement

Reimbursements for travel expenses are requested through an Expense Report. The Expense Report should include all travel-related out-of-pocket expenses and UCF Expense Card transactions. Out-of-pocket expenses only include payments made by cash, check, bank transfer, or credit card. Payments made by loyalty points, reward programs, or frequent flyer programs are not considered reimbursable out-of-pocket expenses. All travel-related out-of-pocket expenses are not reimbursable until after the travel has been completed. Receipt documentation for all travel-related expenses must show proof of payment.

Travel-related UCF Expense Card transactions must be fully reconciled and approved within 20 days of posting in Workday or by the tenth day of the following month, whichever is sooner, via an Expense Report. Travel-related UCF Expense Card transactions incurred prior to travel, such as airfare, registration, etc. must be reconciled on an Expense Report tied to the Spend Authorization prior to travel taking place to ensure compliance with the UCF Purchasing Card Policy. Utilizing the UCF Expense Card will likely result in multiple Expense Reports being submitted and linked to one Spend Authorization for travel.

Per Florida Statute 112.061(10) on Fraudulent Claims, Florida Statutes specifically requires that a traveler must certify or affirm that a claim for reimbursement of travel-related expenses were actually incurred by the traveler. By submitting an Expense Report, the traveler is affirming their compliance with this statute.

Any person who willfully makes and subscribes any such claim which they do not believe to be true and correct as to every material matter, or who willfully aids or assists in, or

procures, counsels, or advises the preparation or presentation under the provisions of this section a claim which is fraudulent or false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree.

6.2 Supplemental Reimbursement

If after a reimbursement Expense Report has been paid and Spend Authorization is closed or can no longer be linked to Expense Report, it is discovered that a reimbursement item(s) was omitted, an additional Expense Report may be submitted. The Expense Report should be created from a new Spend Authorization with reference to the original Spend Authorization number based on the following guideline:

> ***If there are travel expenses that are not reconciled from a closed Spend Authorization, a new Spend Authorization (SA) will need to be created when the total expense is more than 20% of the original total SA balance or more than $1,000, whichever is less.***

Exceptions creating a new SA is considered on case-by-case basis on two guidelines:

Guideline 1	The Spend Authorization was closed due to inability to split credit card transactions to multiple Expense Reports and a card transaction must be assigned on one Expense Report. This results in the related Spend Authorization having a negative balance and thus cannot be linked to any more Expense Reports. The Finance Business Center must provide this explanation in an Expense Report without a new Spend Authorization number.
Guideline 2	The amount is less than 20% of original Spend Authorization balance or $1,000, whichever is less.

6.3 Trip Itinerary Requirement

Any form of trip itinerary must be provided in an Expense Report. Trip itinerary should describe a brief purpose of the trip from when traveler departs from headquarters until traveler returns to headquarters. Multi-purpose trip with personal days must briefly list business purpose of each travel day to support all travel business expenses and clearly distinguish personal days.

Conferences and Conventions	Travelers attending a conference should submit the following documentation along with their Expense Report: registration form, a receipt showing the registration payment and the conference agenda or conference information showing the conference location, conference dates, and what is included in the cost of registration (e.g., meals, lodging etc.).
Meetings	Travelers attending a meeting should provide a copy of the meeting agenda along with their reimbursement request. If the meeting did not include an agenda, a completed Meeting Information Form must be attached in the attachments tab of the Expense Report. A link to the Meeting Information Form is included in the Appendix.
Research Related Trips	Travelers going on field research or data collection trip should provide either Meeting Information Form or list a brief itinerary of the research activities performed during travel period.

7.0 Airfare/Common Carrier

Travelers are authorized to make their own travel arrangements. Airline tickets must be non-refundable economy or coach class. A paid receipt must be submitted, including all reasonable costs associated with economy or coach. Reasonable costs include, but are not limited to, baggage fees, and seat selection fees.

7.1 Upgraded Airline Tickets

Travelers preferring to secure upgraded accommodations will be required to pay the difference between the non-refundable economy/coach rate and the upgraded rate. A comparable quote of non-refundable economy airfare must be provided to serve as basis for reimbursement. The cost of an upgraded ticket cannot be reimbursed unless justified in detail.

- First class transportation, or higher, is NOT allowed.
- Business class travel is only acceptable if at least one segment of the flight shown on the purchased tickets is nine hours or longer and full-time business activity begins within 24 hours of arrival at the destination and/or return to headquarters.

Cost considerations should be exercised when making reservations and must be approved by the Cost Center Manager, applicable worktag managers, and the appropriate Vice President. Please be mindful that not all airlines use the terminology “Business Class.” Business class is deemed to be the class between economy and first class. If a traveler has questions regarding allowable upgrades, they should contact their respective Finance Business Center or Travel Center of Expertise at travelfa@ucf.edu prior to booking the flight.

7.2 Changing or Cancelling Airline Tickets

Once a ticket has been purchased via university funds, it is the responsibility of the Finance Business Center/traveler to check with the airline regarding its policies on flight cancellations or changes. Any costs incurred by UCF for changes to an airline ticket should be justified. If a trip is cancelled, the traveler is to return all unused airline tickets purchased by the university to the Finance Business Center with a memorandum explaining the cancellation of the trip. The traveler should submit both the original and revised ticket itineraries and receipts with their Expense Report, if requesting reimbursement or if paid via an Expense Card. Credits for cancelled flights booked through Concur for business travel will be available in the traveler's profile. The university may assign credits for cancelled flights to another employee by contacting Concur travel agents. Applicable airline charges will apply.

If a credit issued is associated with a sponsored award, the credit should be tracked by traveler and FBC to ensure it is used to directly benefit the same sponsored award that incurred the original cost. If you plan to use the credit for travel in support of another sponsored award or another university activity, the original travel charge must be removed and transferred to the appropriate funding source that will benefit from the travel.

7.3 Airline Receipts

A copy of the airline ticket itinerary showing the dates and time of arrival and departure, fare class, payment amount and payment method should be attached to the airfare line of the Expense Report. Travelers booking through Concur can easily locate this information in their trip library. Airfare tickets that were purchased by frequent-flyer miles or credit card reward programs are not reimbursable. The university can only reimburse the traveler for actual out-of-pocket costs.

7.4 Allowable Travel Time

- A traveler is allowed up to three hours before a flight and up to two hours after a flight returns as travel time for both domestic and foreign travel as additional travel time to allow for checking/receiving baggage and transiting airport security UCF business should begin the day of or the day following a traveler's arrival at their destination. The traveler should return to headquarters the day of or the day following the end of business. This travel timeline applies to all modes of transportation.
- Any deviation of the allowable travel time or headquarters to business destination must be supported with airfare comparable quote of just the allowable business travel time to show that the airfare selected is more economical.

7.5 Flight Delay or Cancellation by Airline

If a traveler's flight is delayed or canceled by airlines, a memo explaining the situation, delayed/cancellation notice, and updated flight itinerary must be provided in the expense report. Additional meals or lodging due to flight delays or cancelation by airlines are reimbursable with justification and on the grounds that the airline did not compensate for those expenses already. A traveler may purchase a new ticket provided the traveler has made all reasonable efforts to resolve the situation with the airline and if waiting for the next available flight on that airline would inconvenience the traveler. A memo explaining the reason for the additional cost should accompany the reimbursement request.

8.0 Vehicle Rental

The state of Florida has a contract with Avis/Budget. Avis/Budget provides discounted rates for both in-state and out-of-state vehicle rentals. The university has also a contract with Enterprise/National to provide travelers with greater flexibility. Enterprise/National's out-of-state rentals are comparable with the Avis/Budget out-of-state rates. When booking business travel through Concur, travelers will only be provided with Avis, Budget, Enterprise, and National options, assuming that they are available at the rental location. Travelers will automatically be provided with the negotiated rates when booking a rental car with Avis, Budget, Enterprise or National through the Concur website. For more information regarding vehicle rental booking guideline and reservation website, please visit https://fa.ucf.edu/travel-payables-useful-links/

8.1 Vehicle Class

Under normal travel conditions, the vehicle sizes listed below should be used. If there is a deviation from the size charge, a justification must be provided on the applicable Expense Line on the Expense Report. In absence of clarification, vehicle rental rate may be capped at the contracted rate with AVIS/Budget and Enterprise/Nationals in accordance with the vehicle size per traveler listed in this table.

Vehicle Class	Number of Travelers
Economy or Compact	1-2
Intermediate	3-4
Full Size	5
Minivan	5-7
Regular Van	8+

8.2 Leisure Vehicle Rental

Only UCF employees aged 25 and older may rent vehicles for personal or leisure use using the Avis/Budget or Enterprise/National contracted rates. Leisure rentals by employees do not include collision damage waiver insurance. Leisure traveler may accept insurance coverage if desired. UCF employees must have their employee ID available to show the Avis/Budget or Enterprise/National representative at the time of rental. The rental of vehicles for personal use can either be done through Concur or using the personal rental code. Instructions on how to book personal rentals can be found on the travel website https://fa.ucf.edu/travel-forms-guidelines-manuals/.

Note: The university will **not** pay for any leisure rentals.

8.3 Collision Damage Waiver (CDW)

A traveler will not be reimbursed for accepting CDW when using the state of Florida Avis/Budget or Enterprise/National contract, as this coverage is included in the contract. When circumstances require the use of another rental car agency, CDW should be accepted if the coverage is not already included in the rental agreement. When renting vehicles from Avis/Budget or Enterprise/National, outside the United States, the traveler should accept CDW when available.

8.4 Personal Accident Insurance (PAI)/Additional Liability Insurance (ALI)

A traveler will not be reimbursed for additional insurance as insurance coverage is already included in the Avis/Budget and Enterprise/National contract.

8.5 Accidents

The state of Florida Avis/Budget and Enterprise/National rental contract includes 100% coverage for all collision damage to vehicles. If you are in an accident, promptly take the following steps:

Step 1	Report the accident to the rental vendor.
Step 2	Obtain a police report. **Note: This is a required step.**
Step 3	Advise the traveler's UCF department and supervisor, and email Travel Center of Expertise at travelfa@ucf.edu.
Step 4	Report the incident through the Office of Risk and Safety website.

8.6 Eligible Vehicle Renter

Renter Type	Description
For AVIS / Budget State Contract	• If a driver of the vehicle is under the age of 25, but over 18, the individual must be the renter and the rental must be paid with a UCF Expense Card through assigned unique billing number with corresponding rental company. • Per the State contract with AVIS/Budget, renters can be 18 years of age or older but must be employed by the university (on university payroll) or a student traveling on behalf of official university business. • A person under the age of 18 is not allowed to rent a car regardless of employment with UCF.
For Enterprise/National UCF Contract	• If a driver of the vehicle is under the age of 25, but 21 and older, the individual must be the renter and the rental must be paid with a UCF Expense Card through assigned unique billing number with corresponding rental company. • A person under the age of 21 is not allowed to rent a car regardless of employment with UCF.

A student renting under Registered Student Organizations (RSOs)'s activity is NOT eligible to utilize both AVIS/Budget & Enterprise/ Nationals negotiated contract. RSO activity is not considered official university business.

8.7 Use of Other Vehicle Rental Companies

The Avis/Budget and Enterprise/National contract does not prohibit the use of other rental vehicle companies. Collision damage waiver insurance should be purchased when vehicles are rented from a company other than Avis/Budget or Enterprise/National.

Use of Other Vehicle Rental Companies other than Avis/Budget and Enterprise/National is allowable when at least one of the following conditions apply:

1. Other vehicle rental companies offer a lower total rate, inclusive of primary insurance coverage.
2. When Avis/Budget or Enterprise/National do not have vehicles available for rental at the time and location required to conduct business.
3. The time/distance to the nearest Avis/Budget or Enterprise/National location is not cost effective or practical in conducting efficient UCF business.
4. When Avis/Budget or Enterprise/National do not have a location at the traveler's destination, commonly in foreign countries.

UCF requires justification be provided on the Expense Report in Workday if an agency other than Avis/Budget or Enterprise/National is used domestically. Additionally, documentation showing that Avis/Budget or Enterprise/National did not have vehicles available, comparison rates, or information regarding the impracticality of the Avis/Budget or Enterprise/National location must be attached to the Expense Line of the Expense Report. It is recommended that this approval is sought prior to booking.

9.0 Lodging

9.1 Lodging Within 50 Mile Rule

A traveler may not claim reimbursement for meals or lodging for overnight travel within 50 miles of the traveler's headquarters or residence, whichever is closer to the traveler's destination, unless approved by the vice president of the employee's business unit or Provost for faculty staff. A link to the Hotel Accommodations within 50 mile approval memo form can be found in the Appendix. The approval for Hotel Accommodations within 50-mile form must be attached with Spend Authorization

9.2 Non-conference hotel in the United States

Lodging expenses qualify for reimbursement at a single-occupancy rate and must be substantiated by itemized paid receipts. Personal expenses such as food, mini bar, etc. on lodging receipt is not a reimbursable expense. Reimbursements are paid based on actual lodging and meal allowance.

A lodging limit of a base rate of $225.00 per night (not including taxes and fees) applies to cities within the United States for hotel, Airbnb, and VRBO accommodation, unless a conference hotel is used. When booking through Concur, travelers will receive a warning if they attempt to book a hotel with a base rate more than $225.00 per night.

9.2 Non-conference hotel in the United States (Continued)

Pursuant to Florida Bill 2502, for Fiscal Year 2025-2026 Section 85, costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed $225.00 per day. An employee may expend their own funds for any lodging expenses more than $225.00 per day. For this purpose, a meeting does not include travel activities for conducting an audit, examination, inspection, or investigation or travel activities related to a litigation or emergency response.

9.3 Conference Hotels

Conference hotels (not pursuant to Florida Bill 2502) are not subject to the $225.00 per night limit. Conference hotel is defined as a hotel in which a conference organizer has pre-negotiated room block during the conference period. It is the traveler and travel arranger's responsibility to provide supporting document that the hotel is part of the conference hotel. If a conference hotel is offering a conference rate or if a conference code is needed for booking, it is not recommended that the reservation be made via Concur. To allow for easier booking of conference hotels, the Travel Center of Expertise recommends that these reservations are made through the conference booking site.

9.4 Hotel Within The United States Travel Exceptions

If a non-conference hotel is booked at a rate of more than the $225.00 per night base rate limit, a justification must be provided for the reimbursement more than the base rate to be processed. In addition to the justification, the traveler must provide at least 3 quotes for other hotels in the area. Failure to do so will result in the reimbursement being limited to the base rate of $225.00 per night. Acceptable documentation includes screen shots of the rates for other hotels in the area. Exceptions cannot be made if this information is not provided.

Exceptions are **not** allowed for hotels for State of Florida Sponsored Events that exceed $225.00 per night.

10. Registration Fees

Registration fee for conference or workshop attendant is allowable travel reimbursement. Traveler must provide registration receipt showing payment method, amount, and additional supporting document of what is included in the cost of registration (e.g., meals, lodging etc.). For conference registrations that do not include travel (e.g., webinars), the expense item "Education & Training Services" should be used.

Luncheons, awards ceremonies, or banquets that are included or optional in the registration fee are allowable expenses if they support the traveler's business activities and benefit the university.

Travelers may NOT claim meals (Breakfast, Lunches, Dinner, or Banquet) and/or lodging expenses that are included in the registration fee, even if the traveler decides not to eat the meals. Dietary needs should be addressed with the conference at the time of registration. The traveler should confirm with the conference that alternative meals will be provided.

11.0 Use of Personal Vehicle

The cost of operation, maintenance and ownership of a personal vehicle is the responsibility of the traveler. The university is not authorized to reimburse a traveler for repairs or other related costs incurred while traveling on official business. A traveler may not claim a reimbursement for transportation expenses when the traveler is transported by another individual. A traveler cannot claim mileage from the traveler's home to their place of employment.

11.1 Mileage Allowance

Travelers using a personal vehicle are authorized to be reimbursed at a rate of $0.445 per mile plus tolls. A map showing mileage from point of origin to point of business destination must be provided for mileage allowance calculation. All travel connected with the official business of the university must be by the most direct and economical route available. Reimbursement for mileage must be submitted at least monthly for blanket spend authorization. It is not permissible to pay for gas to be put into a traveler's personal vehicle.

If a traveler chooses to drive rather than fly, the amount of the reimbursement is limited to the amount it would have cost to fly, in accordance with Florida Statute 112.061. Supporting documentation must be attached to the Expense Report showing the comparable transportation costs.

11.2 Computing Mileage

When a traveler leaves from their residence to travel to a work assignment other than their official headquarters, or to the airport, mileage may be reimbursable based on the circumstances of the trip. For departures Monday through Friday before 7:00 a.m., mileage may be claimed from the traveler's residence to the assignment or airport. For return travel after 6:00 p.m. Monday through Friday, mileage may be claimed back to the traveler's residence.

At all other times during the regular workday, reimbursable mileage should be calculated from the traveler's official headquarters or from the traveler's residence, whichever distance is less. If travel occurs on a weekend or university holiday, mileage should be based on the actual mileage to or from the traveler's residence.

If a family member drives the traveler to the airport in a personal vehicle, round-trip mileage and tolls from the traveler's residence to the airport may be reimbursed. However, if someone other than a family member voluntarily drives the traveler to the airport, the traveler is not eligible for reimbursement for mileage or tolls.

This section applies to travel involving a residence, airport, or temporary work assignment, and does not apply to routine travel between UCF campuses during the workday.

11.3 Mileage Reimbursement for multiple work locations

Location	Description	Example
Temporary Work Location	A temporary work location is a place where your work assignment is realistically expected to, and does in fact last, one year or less. If an employee is assigned to a temporary work location while still having a regular place of business, travel expenses between the employee's home and the temporary work location and travel expenses between their regular work location and the temporary work location are reimbursable. Travel expenses between the temporary and regular work location are not reimbursable if a university vehicle is used.	An employee's regular work location is at the UCF main campus. The employee is temporarily working at the downtown campus for a month to assist with the establishment of a new program. The employee's travel expenses between home and the downtown campus are reimbursable to the extent that the travel from home to downtown is greater than travel from home to main campus. Travel between main campus and downtown is reimbursable.
Secondary Work Location	If an employee regularly works at two locations in one day, the transportation expenses incurred to get from one workplace to another are reimbursable. However, expenses incurred by the employee to travel to or from their home to their secondary work location are not reimbursable. Travel expenses between the regular and secondary location are not reimbursable if a university vehicle is used.	An employee regularly works three days a week at the UCF main campus and two days a week at the UCF downtown campus. The employee may be required to travel to meetings at the downtown campus on days that they are at the main campus. The transportation expenses incurred for travel between UCF main campus and UCF downtown campus are reimbursable. However, transportation expenses to and from the employee's home to either campus are not reimbursable.
Travel Between UCF Campuses	A department may reimburse for mileage to and from an employee's primary work location and another UCF campus where the employee has a meeting or other temporary duties. A department may not reimburse for mileage between any Orlando UCF campus and the traveler's home, regardless of the time at which the duties end at the UCF campus where the meeting is being held. Mileage is not reimbursable if a university vehicle is used.	An employee's main work location is UCF main campus. The employee has a meeting from 4:00 p.m.-5:00 p.m. at UCF Downtown campus. The employee uses their personal vehicle and drives home from the meeting. The department may reimburse for mileage between UCF main campus and UCF Downtown. The employee is not eligible for mileage reimbursement from UCF Downtown to their home.

12.0 Train

Train tickets must be non-refundable economy or lowest travel class. A paid receipt must be submitted, including all reasonable costs associated with the train ticket. Reasonable costs include, but are not limited to, baggage fees, shuttles, and parking.

For Brightline service within Florida, SMART ticket is the lowest travel class and is the only allowable reimbursement fare class.

12.1 Allowable Travel Time for Train

- A traveler is allowed up to one hour before a train departure time and up to one hour after a train arrival time as additional travel time for claiming meal allowance and per diem. This only applies to Train travel for the first official business departure day and business return day. A train itinerary should be provided to verify such information.
- UCF business should begin the day of or the day following a traveler's arrival at their destination. The traveler should return to headquarters the day of or the day following the end of business. This travel timeline applies to all modes of transportation.
- Any deviation of the allowable travel time or headquarters to business destination must be supported with comparable quote of just the allowable business travel time to show that the train schedule selected is more economical.

13.0 Per Diem and Meal Allowances

For a traveler to be paid per diem or meal allowances, travel must be overnight. Day trip meals are not reimbursable. UCF does not reimburse meal allowance or per diem by actual receipt amount. A traveler may choose whether to be reimbursed using a meal allowance plus the cost of lodging or a straight per diem.

13.1 Meal Allowance Plus Lodging

This method is used to reimburse travelers who claim the actual cost of lodging plus the meal allowance. The maximum domestic meal allowance is $36 per day ($6 breakfast, $11 lunch & $19 dinner). The cost of the hotel will be reimbursed if the hotel rate policies have been followed. A receipt must be provided for the hotel; however, a receipt is not required for the meals. The meal allowance is based on the following schedule:

Meal Type	Meal Allowance Amount	Day of Departure	Day of Return
Breakfast	$6	When travel begins before 6AM	When travel ends after 8AM
Lunch	$11	When travel begins before 12PM	When travel ends after 2PM
Dinner	$19	When travel begins before 6PM	When travel ends after 8PM

Continental breakfast is a meal and must be deducted from reimbursable meals if provided as part of a registration fee or included in the lodging cost paid by UCF. Meals provided by an airline need not be deducted.

13.2 Straight Per Diem

This method provides for a flat $80 per day rate to cover the cost of meals and lodging. Neither meal nor lodging receipts are required under this method. Straight Per Diem cannot be claimed in conjunction with any actual lodging or meal claims for the same day of a trip. Per diem is the subsistence allowance that a traveler is authorized to receive when traveling within the United States or Puerto Rico. The calculation is based on four quarters of the day, providing $20 for each quarter. The quarter periods used are as follows:

Quarter	Time Frame
Quarter 1	12:00 a.m. (midnight) to 6:00 a.m.
Quarter 2	6:00 a.m. to 12:00 p.m. (noon)
Quarter 3	12:00 p.m. (noon) to 6:00 p.m.
Quarter 4	6:00 p.m. to 12:00 a.m. (midnight)

If traveler is requesting straight per diem when a third party is covering meals, the straight per diem is deducted by meal allowance rate listed in Meal Allowance Plus Lodging method above.

> **Example:** A traveler is claiming a per diem on 2 full days of the conference when the conference provided lunch on both days. Traveler is eligible of straight per diem up to $80 – $11 = $69 per day.

13.3 Paying a Lesser Amount

If a traveler claims less than the full meal allowance or per diem authorized by Florida Statute 112.061(6), the traveler is required to attach to their Expense Report a statement of understanding regarding their entitlement to the full meal allowance provided by law that notes they have voluntarily chosen to claim a lesser amount.

If a meal allowance for group travelers is less than the allowable per diem rate is reimbursed to the travelers, the following statement should be attached to the Expense Report and signed and dated by the group leader.

> "…The Group has been notified that while each individual is entitled to the full meal allowance provided by law, they have volunteered to receive a lesser amount…"

13.4 Combination of Methods

If a traveler chooses to claim reimbursement for actual lodging at a single occupancy rate plus meals for some periods and straight per diem for other periods on the same trip, the traveler may only change methods on a travel-day basis (midnight-to-midnight). The choice of per diem or lodging plus meals for each day of the trip is the option of the traveler and contingent upon available budget and cost center approval.

14.0 Reimbursable Incidental Travel Expenses

Travelers may be reimbursed for the following expenses that are incurred in addition to authorized meals and lodging or straight per diem. Receipts must be attached to the Expense Report. Receipts must clearly label the transaction amount, date of transaction and payment method.

14.1 Taxi/Rideshare/Bus/Limo/Shuttle

Item	Policy
Receipts for taxi, rideshare, bus, limo and shuttle	Required for taxi, rideshare, bus, limo and shuttle charges over $25.
Gratuities on taxi, rideshare, bus, limo and shuttle	May only be reimbursed up to 20% of the fare, rounded up to the nearest dollar.
Taxi, rideshare, bus, limo, and shuttle rides under $25 without receipt	These reimbursements are inclusive of gratuities.
Lost taxi / shuttle receipts*	Reimbursement is allowable up to no more than four rides per entire trip maximum of $25 each ride or $100 total per entire duration of travel.

*Excessive lost receipts for taxi reimbursement on multiple travels from the same traveler will prompt further investigation and denial of future lost-receipt taxi reimbursement.

14.2 Storage and Parking Fees

Receipts are required for storage or parking fees more than $25.

14.3 Tolls

Receipts are required for tolls of more than $25. A toll calculation from the tolling authority's website is acceptable for tolls under $25. A toll calculator that generates a tolls estimator from point of origin to point of business destination must be provided for reimbursement.

14.4 Communication Expenses

A statement that any communication expense being claimed, including Internet service or international phone, was for university business should be provided on the Expense Report. Communication expenses incurred to contact the traveler's family or other non-business purposes are not eligible for reimbursement.

14.5 Tips

Reasonable tips and gratuities may be reimbursed as follows:

- Actual tips paid to a taxi/bus/limo/rideshare/shuttle service may not exceed 20% of the fare, rounded up to the next dollar. Receipts are required for any transportation expense more than $25, including tip. Tips need to be itemized on the expense line in Workday.
- Actual tips paid in association with special event restaurant meals/catering may not exceed 20% of the total, rounded up to the next dollar. Tips need to be itemized on the expense line in Workday. Gratuities that are more than 20% that are added by the restaurant/caterer may be reimbursed.
- Actual gratuity paid for mandatory valet parking, which was necessary in the performance of business, is not to exceed $1 per occurrence.
- Actual portage charges paid, not to exceed $1 per bag or $5 per occurrence.

14.6 Other Incidental Expenses

The following incidental travel expenses may be reimbursed upon submitting a receipt.

Item	Additional Information
Laundry and Press	When official business is more than seven days, and such expenses are necessarily incurred to complete official business portion of the trip.
Passport and Visa Fees	When required for travel on official business.
Fees for Traveler's Checks and Currency Exchange Fees	Actual fees charged to purchase traveler's checks/exchange currency for foreign travel expenses that are part of official business.
Maps	Actual cost of maps necessary for conducting official business.
Gasoline	Gasoline purchases for rental or university vehicles when voyager card was not available.
Medical Test	Medical test required by external party such as airline, destination country, conference in the case that without such test, traveler will be prohibited from traveling or attending.
Miscellaneous	Purchases of goods or services that are necessary for official business.

Any expense not listed above must be provided with a business reason. Reimbursement on miscellaneous also depends on consideration of cost center managers, kNEXT and Travel Center of Expertise.

14.7 Lost Receipts

A. Lost Receipts for out-of-pocket expenses – If the required receipt is not available, the traveler should attach a signed statement to the corresponding Expense Line of their Expense Report certifying that the expense was incurred and could provide redacted credit card statement. The statement and supporting document must contain the following details:

- Description of items purchased
- Purpose of the item
- The date incurred
- The amount

Note: Reimbursement without a receipt ***is not guaranteed.***

B. Lost Receipts for UCF expense card transaction – For transaction that was paid by UCF expense card and the receipt was not available, traveler or expense cardholder must complete and signed Receipt Replacement Form and attach it to the expense line for supporting document.

15.0 Non-reimbursable Expenses

The following are examples of travel expenses that are strictly not reimbursable:

- Personal travel insurance including travel protection plan when purchasing airfare.
- Personal expenses (including personal phone calls or gas for a personal vehicle or any expense related to personal time).
- Parking fines
- Any form of room services including beverages and food.
- Alcoholic beverages
- Pet care
- Spouse/family related charges.
- Payments made by frequent flyer and other similar reward programs.
- Rental car insurance options when using Avis/Budget or Enterprise/National domestically.
- Mileage between home and official place of work.
- Traffic violation tickets
- Movie rentals
- Loss or damage to personal items
- Childcare
- Tips for hotel cleaning staff

15.1 Non-reimbursable Complimentary Travel

Travelers are not authorized to be reimbursed by the university for any expenses that were provided by another source, reimbursed by a third party or which were included as part of a registration fee.

> ***Example:*** A traveler is not allowed to request reimbursement on meals and lodging that are already covered by registration fee to the conference.

16.0 Foreign Travel

16.1 Registering Foreign Travel

When traveling outside the United States, you must secure approval through the Travel Approval Petition (TAP) process prior to initiating any travel d Additionally, a Travel Safety Registration is required for each trip with the UCF Travel Registry through UCF Global. Accident and sickness insurance is provided by the university to all faculty and staff traveling abroad on university business. However, this coverage is not effective until a trip is registered. This insurance provides emergency medical; evacuations for medical, military, or political unrest and natural disasters; repatriation and accidental death and dismemberment benefits. Additional information regarding travel insurance can be found at the website for the UCF Compliance, Ethics, and Risk Office. It is recommended that traveler submit their TAP with UCF Global at least 10 business days before creating a spend authorization to allow sufficient time for the request to be screened and approved by the Export Control Office.

When registering a trip, all travel destinations should be included in your itinerary. This includes destinations that are for personal travel and not reimbursable as university business. Coverage may be provided by the travel accident and insurance policy.

> ***Example:*** *An employee attends a conference in Germany and decides to stay an additional five days to vacation in France. Although travel in France is not reimbursable since it is personal in nature, the employee may still have coverage under the travel insurance policy for the personal deviation.*

16.2 Foreign Travel Warnings

When traveling to a foreign country, it is of the utmost importance that the traveler be aware of the U.S. Department of State travel warnings by calling the hotline for American travelers at 888-408-4747. It is recommended that the travelers know the location of the U.S. Embassy and U.S. Consulate General Offices. Travel is not allowed, under any circumstances, to areas that the U.S. Department of State considers a "terrorist state." For current information regarding travel advisories, travelers should visit the U.S. Department of State's Travel Advisory website.

16.3 Fly America Act

A. General Principle

Travelers (or their designees) and the Principal Investigator (PI) of the award funded by federal award/grant must comply with the Fly America Act (41 CFR 301-10.131 through 301-10.143) to use US flag carrier or US flag carrier service provided under a code-share agreement for travel, except under specific situations. For full detail of Fly America Act, please visit https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act

It is the responsibility of the traveler (or their designee), the PI and their departmental business office to:

- Identify the source(s) of funds supporting the travel, determine the methodology of expense allocation, and determine whether one or more allocated source is a federally sponsored award.
- Review the terms and conditions of the applicable award notice, award document, program announcement, and/or sponsor specific requirements to determine if any travel restrictions apply prior to making any travel arrangements; and
- Book air travel in accordance with this procedure, any applicable travel restrictions, and the Fly America Act or Open Skies Agreement.
- The cost of travel subject to the Fly America Act that does not adhere to this regulation will be borne by the Principal Investigator's cost center or will be moved to a suitable non-federal funding source.

Concur Booking Information/Advantage: In Concur, Fly America Compliant flights are designated with a picture of a shield with a check mark.

It's **highly recommended** that federal-grant traveler to use Concur in booking airfare so that compliance to Fly America Act can be followed easily.

B. Permitted Exceptions to the Fly America Act

There are some circumstances where it's not reasonable to use a U.S. flag air carrier, and federal-grant traveler can make an exception to the Fly America Act. These are:

1. When a U.S. air carrier is not available.
2. When using a U.S. carrier service would extend the travel time by 24 hours or more.
3. When a U.S. carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier:
    - Increases the number of aircraft changes outside the United States by two or more
    - Extends travel time by six hours or more; or
    - Requires a connecting time of four hours or more at an overseas interchange point.
4. When the flight time from origin to destination is less than three hours and using a U.S. flag carrier doubles the flight time.
5. When there is an applicable Open Skies Agreement in effect that meets the requirements of the Fly America Act. An Exception Form shall be submitted when an Open Skies Agreements exist.

   The exceptions provided by the Open Skies Agreements for government-funded travel **do not** apply if your transportation is funded by the Department of Defense (DOD).

Ticket cost and convenience are **NOT** exceptions to the Fly America Act.

C. Documenting Exceptions

Any deviation from the Fly America Act must be documented in Airfare line of spend authorization and expense report. To document a Fly America exception, including under an Open Sky Agreement, you must include the following information in your travel reimbursement:

1. Complete the UCF Fly America Act Exception Form (available from the Office of Research), indicating the reason for the exemption and attach it to expense report. The Fly America Exception Form can be found on the Office of Research's website or for the most current information about Fly America Act compliance please reach out to the Office of Research Award Management via email at osp@ucf.edu

2. If foreign travel has been completed prior to submission of a Spend Authorization, which deviates from university requirements, the Office of Research reviewer will verify Fly America Act requirements at the Spend Authorization review state. Justification for late Spend Authorization submission shall be provided under the "Justification" field of the Spend Authorization record and enter airline name under the "Airfare" expense line. If it is determined that Fly America Act requirements applies, the following supporting documentation must be attached to the Spend Authorization record:
    a. Copy of airfare ticket
    b. Fly America Act Exception Form (if/as applicable)
    c. A proposed itinerary of the trip from a travel agent or online travel service (i. e. Concur, Travelocity, or Expedia) to the Spend Authorization and Expense Report.
    d. The search results performed at the time of booking from an online travel service that document all available flights and the existence of the Fly America exception identified on the Fly America exception form.

3. If a Fly America Act review was not completed at the time of Spend Authorization review stage, it will be completed at the time of Expense Report submission. If all foreign travel legs were not conducted using a US certified air carrier, Fly America Act requirements will apply, unless the non-US air carrier holds a Code Share Agreement with the US certified air carrier and pertinent code is assigned under the airfare ticket. Attach supporting documentation listed under above section Clause 2. a), b), c) and d), to all destinations involved on the foreign travel. must be attached to the Expense Report.

C. Documenting Exceptions (Continued)

Approval should be obtained prior to booking travel. The Cost Center Manager, Grant Manager, Cost Center Sponsored Programs Coordinator and Award Contract Owner (Grants) Workday security roles will review and verify exceptions via the Spend Authorization review process.

Failure to comply with UCF Fly America Act requirements will result in the expenses being disallowed from the federally funded sponsored grant.

Expense Reports that contain an airfare expense line and include a federal grant worktag will include instructions at the top of the Expense Report generated by the Workday system when routed to the Cost Center Sponsored Programs Coordinator, and Cost Center Manager, to ensure that the Fly America Act requirements are met and documented as applicable, prior to the record's routing through the Workflow. The Award Contract Owner (Grants) security role will verify compliance with Fly America Act.

16.4 Foreign Reimbursement Rates

A. General Principles

State of Florida laws and university policies described in this manual apply equally to travelers visiting foreign countries, except for the rate authorized for meals and lodging. The state of Florida authorizes the same rate that is established by the Federal Government for foreign travel. These rates are updated on the first of every month. This information can be obtained from the U.S. Department of State's Foreign Per Diem website. This site includes the maximum lodging reimbursement rates as well the allowable meal per diem rates. The maximum lodging foreign rate is including all taxes and service fee already. Since the state of Florida allows for the payment of incidental expenses in addition to the payment of per diem for meals, the amount established by the Federal Government as incidental expenses should be deducted from the per diem for meals and incidental expenses (MI&E) to arrive at the university's allowable foreign rate since Florida Statute allows for the reimbursement of incidental expenses. A breakdown of foreign meals and incidentals can also be found at the State Department's website.

Foreign Per Diem Example: Travel Location – London, UK

Lodging	$299.00
Meals & Incidental Expenses (M&IE)	$183.00
Federal Maximum Rate	$482.00

Meals & Incidental Expenses (M&IE) Details

Breakfast	$27.00
Lunch	$46.00
Dinner	$73.00
Incidentals	$37.00
Total	$183.00
UCF Allowable Per Diem for Meals	$146.00

16.4 Foreign Reimbursement Rates (Continued)

A. General Principles (Continued)

Travelers may be reimbursed for either:

1. The actual lodging with receipt and foreign meal allowance **OR**
2. The straight per diem cost of $80.

Two methods of reimbursement, state per diem and foreign allowances cannot be claimed on the same travel day. Actual hotel expenses may not exceed the federal foreign per diem rate for that location, unless staying at a conference hotel. A conference hotel booked using the conference rate will be reimbursed at an actual cost up to 300% above the prevailing foreign per diem lodging amount provided by the State Department. The actual daily rate for a conference hotel must be supported by the conference documentation and included in the Expense Report. Any rate more than the published conference hotel rates will not be reimbursed. Itemized paid lodging receipts must be provided. All meals, while in foreign locations, will be reimbursed at the rate applicable to those locations.

If unique circumstances require that the nightly rate exceed the published U.S. Department of State rate, additional business justification must be provided in the expense report. Exception on foreign lodging rate is considered on a case-by-case basis.

B. Calculation of Foreign Meal Allowance Rates

UCF Travel has prepared an Excel worksheet to assist the traveler and financial business center in calculating the allowable foreign meal and maximum lodging rate in each period and location. These worksheets can be found at UCF Travel Website: Forms, Guidelines and Manuals. Travelers must complete the foreign per diem worksheet for the applicable month(s) of travel. If a traveler needs a worksheet outside of the months posted, the traveler should contact the Travel Center of Expertise at travelfa@ucf.edu. A completed foreign per diem worksheet should be attached to the Foreign Meal Allowance expense line on the Expense Report.

Rates for foreign travel should not begin until the date and time of arrival in a foreign country from the United States and should terminate on the date and time of departure from a foreign country to the United States.

When a traveler is traveling from one foreign location to another within a meal period, reimbursement should be calculated at the applicable rate where the traveler departed from. As a reminder, meal periods are as follows:

Meal	Time Frame
Breakfast	6:00 to 8:00 a.m.
Lunch	12:00 to 2:00 p.m.
Dinner	6:00 to 8:00 p.m.

Note: Travelers should track the time of departure and return to ensure that meals are reimbursed at the appropriate rates.

B. Calculation of Foreign Meal Allowance Rates (Continued)

Example:

A traveler must attend a conference in Berlin, Germany, from February 5-8. The conference provided one banquet dinner on February 7 and no other meal. Traveler's flight itinerary is as follows:

Departure	Feb 3 Orlando 8:30 PM – London (LGW) 10:40 AM on Feb 4 Feb 4 London (LGW) 4:00 PM – Berlin 7:00 PM
Return	Feb 9 Berlin 6:30 AM – London (LGW) 7:30 AM Feb 9 London 10:30 AM -Orlando 6:30 PM

Traveler is eligible for the following foreign meals:

Date	Breakfast	Lunch	Dinner
Feb 3: UCF Travel Day	Not applicable	Not applicable	US Dinner
Feb 4: UCF Travel Day	US Breakfast	London Lunch	Berlin Dinner
Feb 5: Conference Day	Berlin Breakfast	Berlin Lunch	Berlin Dinner
Feb 6: Conference Day	Berlin Breakfast	Berlin Lunch	Berlin Dinner
Feb 7: Conference Day	Berlin Breakfast	Berlin Lunch	Not applicable
Feb 8: Conference Day	Berlin Breakfast	Berlin Lunch	Berlin Dinner
Feb 9: UCF Travel Day	Berlin Breakfast	US Lunch	US Dinner

16.5 Foreign Receipts

Receipts issued in a foreign currency should show a computation converting the amount into U.S. dollars. All claims on the Expense Report must be submitted in U.S. dollars. When converting foreign transactions into U.S. dollars, the conversion date should be the same as the transaction date. Foreign currency conversions should be obtained from the Oanda currency converter website and attached to the Expense Report. If a currency conversion was done on the credit card the charge was made on, that can be included in lieu of an Oanda calculation.

17.0 Travel with Special Circumstances

17.1 General Principles

Travel under the following circumstances require additional levels of approval. The traveler should contact the Travel Center of Expertise for additional information (email travelfa@ucf.edu).

- An emergency
- A traveler becomes sick or injured while on university business
- A traveler requires a reasonable accommodation(s) under the American with Disabilities (ADA). A letter with ADA accommodation must be provided in the expense report.

17.0 Travel with Special Circumstances (Continued)

17.2 Travel in Excess of 30 Calendar Days Rule

Employee travel for more than thirty (30) days to a single location requires approval from the provost or appropriate vice president. A link to the 30 Day Travel Approval Memo form is included in the appendix.

17.3 Travel on a Sponsored Award (Research, Service or Other)

In addition to UCF's standard travel policy, if these costs are charged directly to a sponsored award, documentation must justify **BOTH** items below:

1. The participation is necessary for the award.
2. The costs are reasonable and consistent with the federal or non-federal entity's travel policy.

When assigning travel costs to a sponsored award, verify the type of sponsor (federal, private, state & local government, foundation, etc.) and apply the sponsor's travel terms and conditions accordingly. Federal sponsors require the university to meet Uniform Guidance travel regulation 2 CFR, 200.474(b) and specific agency (NSF, NIH, DoD, DoE, NASA, etc.) travel terms and conditions.

17.4 Travel Exceptions

Exceptions to this policy require prior approval by the Travel Center of Expertise and maybe in consultation with the Provost's Office, UCF Global, Officer of the Institution Equity (OIE) or the Office of Enterprise Risk and Insurance, as appropriate. Approved exceptions must be documented in writing and included with the corresponding expense report.

Travelers should not request per diem for meals that are provided by a conference or event organizer. If a traveler is unable to accept a provided meal based on dietary or religious purposes, they should first work with the event organizer to obtain an acceptable alternative. If no suitable accommodation is available, the traveler may request per diem for that meal, if documentation is submitted demonstrating that an alternative meal from the conference was not available

Traveler or the designee making travel arrangements, must document the justification for not following state and university travel guidelines and obtain the approval prior to making travel arrangement. Examples of appropriate supporting documentation are:

- Written business reasons and justification,
- Screen shots of available travel options at the time of booking,
- University regulations permit exceptions for medical reasons, on a case-by-case basis. A memo of approval from the UCF Office of Institutional Equity (OIE) should be attached to the Expense Report.

Failure to provide supporting documents with the exception justification will result in a denial of the exception.

18.0 Travel Advances

18.1 General Travel Cash Advances

General travel cash advances are funded by any source other than grant, award, or research. Only UCF employees can request travel advances. The following conditions are required to process a travel advance:

- The travel period must be for a duration of five or more days.
- Travel Cash Advance is only allowed on meals and lodging expenses.
- The advance may not exceed 80% of the estimated meals and lodging expenses that will ultimately be reimbursed to the traveler.
- A traveler may not have more than one travel advance outstanding at any time.
- An advance request must be submitted through a spend authorization in Workday at least 21 calendar days prior to the trip start date.
- An Expense Report is required to be completed within ten (10) business days after the end of the trip, per Florida Administrative Code- 69I-42.005.
- If the advanced funds are more than the total expenses of the travel, the excess should be deposited with the Cashier's Office by the Finance Business Center within ten (10) business days of the trip's end date. Refer to the Workday training on returning cash advances.

To request for general Travel Advance, Traveler and FBC must provide the following documentation in Spend Authorization:

1. Completed and attached Application for Advance on Travel Expense (in the appendix).
2. Conference agenda, brief trip itinerary listing period, location and business purpose.
3. Calculation breakdown of the advance amount requested per meals and lodging of business destination.

18.2 Cash Advance Funded by Sponsored Research (Field Advance)

In accordance with Florida Statute 1004.22 (12), field advances can be obtained by a Principal Investigator (PI) to perform research at a remote site that is so far removed from the university as to render normal purchasing and payroll functions ineffective. A field advance form approved by the provost, or the provost's designee and a power of attorney from the PI are required to receive a Field Advance. Any special circumstances, such as incremental disbursement of the advance, should be included in the memorandum of approval for the advance. The memorandum of approval for the advance must be attached to the Spend Authorization.

18.2 Cash Advance Funded by Sponsored Research (Field Advance) - Continued

The total amount of the advance is to be reconciled within ten (10) business days of return to UCF from the remote site or within ten business days of the end of the activity requiring an advance. A second advance will not be issued until the previous advance has been settled and reconciled by the PI. Receipts should be maintained and submitted for any currency exchanges along with supported USD conversion.

To request for Field Advance, Traveler and Finance Business Center (FBC) must provide **all** of the following documentation in Spend Authorization:

1. Completed and attached Approval of Field Advance for Sponsored Research Agreements (Signed by Provost)
2. Brief trip itinerary listing period, location, and business purpose.
3. Calculation breakdown of the advance requested (Field Advance budget breakdown)
4. Field Research / Project Summary

19.0 Direct Payment to Travel Merchant without using university expense card (Prepayment to Merchant)

Any travel merchant requires a prepayment in other forms of payment such as direct bank transfer, check or wire transfer, a travel merchant must first be set up as UCF Supplier to receive direct payments. A spend authorization needs to be in place for the traveler and trip expenses prior to processing any direct payment to a merchant.

To directly process payment to travel merchant, traveler or FBC must complete the following:

1. Verify that travel merchant is set up in UCF's supplier database or initiate the supplier creation process.
2. Create spend authorization for traveler.
3. The traveler must submit a Supplier Invoice Request in Workday or Finance Business Center must submit a non-purchase order supplier invoice at least three (3) weeks prior to the due date of the transaction for processing time. At a minimum, the supplier invoice must contain all following information:
    a. Reference a Spend Authorization number in the Memo field on the Supplier Invoice
    b. A copy of the invoice should be attached to the Supplier Invoice Request or Supplier Invoice in Workday.
    c. A trip brochure, conference website or agenda must be attached for additional supporting document.

20.0 Accountable Plan

In recognition of the Internal Revenue Code requirements of an accountable plan, all payments of allowances, advances or reimbursements will be reviewed for all the following criteria:

- Business connection to UCF.
- Adequate substantiation of expenses within a reasonable amount of time; and
- Requirement to return amounts paid in excess of expenses.

20.1 Reasonable Amount of Time Definition

- **For advances** – Substantiation must be provided 30 days prior to the start of travel or when an expense is paid or incurred, whichever is earlier.
- **For reimbursement** – Substantiation must be provided for reimbursement no later than 60 days after the end of travel or when an expense is paid or incurred, whichever is later.
- **Any return of excess advances or reimbursements** must occur no later than 120 days after the end of travel or when an expense is paid or incurred, whichever is later. Disbursement recipients must return to UCF any amount paid in excess of the expenses substantiated within ten business days after the end of travel or when the expense is paid or incurred, whichever is later. Amounts not returned are subject to withholding from employee's paychecks. If for any reason the amounts are not fully returned within 120 days, they will be considered paid under a nonaccountable plan.

If any advance, allowance or reimbursement does not meet all three criteria listed above, the payment will be considered under a nonaccountable plan. Nonaccountable plan payments are considered income and subject to taxation. For additional information, please read the Formalization of the University's Accountable Plan.

21.0 Personal Travel

21.1 General Principles

At times, travelers extend their travel beyond the period required to complete official university business. Travelers are not authorized to be reimbursed for expenses incurred beyond the time required to complete the official business of the university. UCF business should begin the day of or the day following the traveler's arrival at their business destination.

21.0 Personal Travel (Continued)

21.1 General Principles (Continued)

The Expense Report should include a statement documenting the dates and time that the traveler was on and off state-time to properly determine appropriate meals and lodging allowance for business purpose from personal purpose. If the airfare includes locations and additional days other than where official business was conducted, a comparable airfare quote just for business days and business destination must be provided. UCF will only reimburse up to the business-day-only airfare. Traveler should reimburse the university for the personal portion of the airfare if it was paid for using university funds. Personal portions of expenses may be documented on the Expense Report in Workday and reduce the traveler's reimbursement.

Example

A traveler arrived two days prior to the conference. Therefore, the traveler must go off state time when the flight lands and will, therefore, not be reimbursed for expenses incurred prior to going back on state time. The traveler will go back on state time at the same time the day prior to the conference.

Date	Description	Expense Requested	Reimbursable Expense
9/10/23	Arrive at airport at 9:10 a.m. & arrives at destination at 2:30 p.m.	$250 airfare, $30 meal allowance, $200 hotel	$250 airfare, $11 meal allowance, $0 hotel
9/10/23	Traveler goes off state time at 2:30 p.m. when flight lands		

Date	Description	Expense Requested	Reimbursable Expense
9/11/23	Traveler goes on state time at 2:30 p.m. the day prior to the conference.		
9/11/23		$36 meal allowance $200 hotel	$19 meal allowance $200 hotel
9/12/23	Conference Starts	$36 meal allowance $200 hotel	$36 meal allowance $200 hotel
9/13/23		$36 meal allowance $200 hotel	$36 meal allowance $200 hotel
9/14/23	Conference Ends. Flight departs at 2:00p.m. Traveler returns home at 6:00 p.m.	$17 meal allowance	$17 meal allowance
	Total	$1,205.00	$969.00

21.0 Personal Travel (Continued)

21.1 General Principles (Continued)

Expenses incurred while back on state time are reimbursable, unless paid for by a third party. If the traveler arrives at a destination more than one day before official university business or returned to headquarters more than one day after the conclusion of official university business, airfare quotes must be included in the Expense Report documenting the cost of airfare if booked for arrival one day prior to university business and return one day after university business.

21.2 Taxable Personal Travel on Foreign Travel

UCF employee and Arecibo researcher (contingent worker) should be mindful that under IRS Regulation 1.162-2 or IRC §274, if the personal portion of the travel is determined to be more than a minimal amount, a portion or all the travel costs could be taxable to the traveler. A business purpose for personal days must be substantiated with supporting documents.

Personal travel can be taxable:

- If a traveler has **more than seven personal days** on an international trip (i.e. at least eight personal days), a completed copy of the Taxable Personal Travel Form must be submitted with the travel expense report.

The Taxable Personal Travel Form allows for an analysis of the taxability of personal travel expenses. A link to the form is provided in the appendix. The Finance Business Center should update the travel type to "Foreign Needs COE Review." This will route the Expense Report to Financial Affairs for reimbursement and tax review.

Appendix

Title	Resource
Form 41-907 Meeting Information Form	https://fa.ucf.edu/wp-content/uploads/sites/2/Meeting-Information-Form.pdf
Group Travel Roster	https://fa.ucf.edu/wp-content/uploads/sites/2/Group-Travel-Roster-of-Travelers.pdf
Travel over 30 Days Approval Memo	https://fa.ucf.edu/wp-content/uploads/sites/2/30_Day_Approval_Memo_Exhibit_M.pdf
Lodging within 50 miles Approval Memo	https://fa.ucf.edu/wp-content/uploads/sites/2/Hotel_Accomodations_Within_50_Miles.pdf
Application for Advance on Travel Expense Form	https://fa.ucf.edu/wp-content/uploads/sites/2/Application-for-Advance-on-Travel-Expenses.pdf
Form 41-978 Approval of Field Advance for Sponsored Research Agreements Form	https://fa.ucf.edu/wp-content/uploads/sites/2/41-978.pdf
Fly America Act Exception Form	https://www.research.ucf.edu/wp-content/uploads/sites/56/2023/10/cg_FlyAmericaActExceptionForm.pdf
Taxable Personal Travel Calculation	https://fa.ucf.edu/wp-content/uploads/sites/2/Taxable_Personal_Travel_Form_092023.xlsx
Foreign Per Diem Calculation	https://fa.ucf.edu/travel-forms-guidelines-manuals/

Contact Us

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