

## DCP Travel Authorization Instructions (TA)

The Travel Authorization is an estimation of the expenses you will incur on your trip. You should know the dates of your trip before filling out the TA. TA's for Domestic Travel need to be received 2 weeks in advance of the trip. TA's for Foreign Travel need to be received 30 days in advance of the trip.

**Source of Funds:** Internal accounts travel will be charged. If you do not know this, you should obtain this information from the Principal Investigator (PI) or Supervisor who is sponsoring the trip. Often the trip is being supported by grant and project number is needed. Use the Other Info. field to provide additional or special instructions.

**Destination and Dates of Trip:** In most cases, the From location will be Gainesville. It is the starting location of the trip. The To location will be destination city. If traveling to multiple cities, please type the first city followed by a comma. The Purpose of the Trip is a required field. It should answer the question why you are traveling and how it will benefit UF. If attending a conference, the name of the conference needs to be included. If completing fieldwork, "conducting research" is an explanation.

### Estimated Expenses

**Airfare:** Provide copy of your itinerary once ticket has been purchased. Itinerary should include price of ticket & method of payment, showing the ticket has been paid. The "Passenger Receipt" will be attached to the Expense Report after the trip is completed.

**Car Rental:** Enterprise State Contract (43A3255) allows rental of compact vehicle. Larger vehicle must be justified. Rental should be returned with a full tank of gas. Regardless of payment method, a receipt must be attached to the Expense Report.

**Fuel:** This is for fuel purchased for the car rental. Enterprise does not reimburse for fuel. Please turn in receipt with the Expense Report.

**Mileage:** This is for use of personal car during a trip.

**Lodging and Meals:** Daily lodging must be supported by an itemized bill. Meal rates in the USA are \$6.00 for breakfast, \$11.00 for lunch, and \$19.00 for dinner. Check with the secretary for international rates.

**Foreign Per Diem Rates:** [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

**Breakdown of Meals/Incidentals:** [http://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=89](http://aoprals.state.gov/content.asp?content_id=114&menu_id=89)

OR

**Per Diem:** This is alternative to Lodging and Meals and is used in lieu of L&M. The current rate for full day domestic or international is \$80.00. For partial days, the day is considered to have 4 quarters and each quarter is equal to \$20.00. The quarters are: 12am to 6am, 6:01am to 12pm, 12:01pm to 6pm, 6:01pm to 12am.

**Parking:** Receipt under \$25/instance is not required for your Expense Report unless paid by UF PCard.

**Registration:** Attach a copy of registration form and agenda. Receipt should be provided when given. Any meal included in the registration is deducted from reimbursement. Field tours are only allowed if you can justify how they benefited UF.

**Taxi:** Receipt under \$25.00 is not required for your Expense Report unless paid by UF PCard.

**Tolls:** Tolls under \$25/instance do not require a receipt unless paid by UF PCard, but since there can be several of these depending on where you are travelling, we recommend keeping toll receipts.

**UF Equipment Foreign Travel Approval:** Approval must be obtained when UF equipment is taken out of the country. Approval can be obtained by going to: <http://www.fa.ufl.edu/forms-and-publications/forms/> and completing the Foreign Travel Request form under the Tools menu.

**MEDEX Emergency Insurance:** Go to: <http://www.ufic.ufl.edu/travelregistration.html> for information and to complete the application.

**Questions:** Please contact the individual who processes your TA. Additional information can be found at <http://www.fa.ufl.edu/wp-content/uploads/disbursements/2015TravelBrochure.pdf>