

## DCP Travel Policy

All travel requests **must be authorized in advance** by the Department Chair/Director or Dean's Office Supervisor **and approved** by the Dean's Office. *Any unauthorized travel expenditures will be the complete responsibility of the employee and **will not** be reimbursed.*

**All travel requests for this fiscal year should be submitted by Friday, September 15, 2018.**

For future years, annual travel requests should be received by September 15. Please note: any travel requests submitted during the year will be reviewed for possible support.

To request travel support, **please complete the DCP Travel Authorization Form and submit to your unit's designated travel processor.** *Students requesting travel support from the Office of Research should submit the Office of Research's travel request form.*

The approved DCP Travel Authorization form will be returned to the unit's designated travel processor once approved.

### Definition of Authorized Travel

Any approved travel to attend seminars, workshops, and conferences/conventions (for faculty presenting papers) or related to research initiatives, where the employee, the unit and university will benefit from knowledge gained as a result of participation and/or attendance.

### Travel Resources

DCP Travel Authorization (TA) Form [DCP TRAVEL AUTHORIZATION \(TA\) FORM.pdf](#).

Instructions to complete TA Form [DCP TRAVEL AUTHORIZATION INSTRUCTIONS.pdf](#).

Overview of UF Travel Related Policies <http://www.fa.ufl.edu/directives-and-procedures/travel/>

### Travel Inquiries

All inquiries regarding university travel procedures should be directed to your department's designated travel processor.