

## DCP Travel Authorization (TA)

Name:  UFID:  Current Date

Source of Funds (Who is paying for the trip)

\*Fund Source  Other Info.:  Project Number:

Destination and Dates of Trip

From:  To:

Departure Date/Time:  Return Date/Time:

\*Are you speaking or presenting?  If Yes:  Brief Description:

\*Benefit to the State/Grant:  \*Business Purpose:

\*Purpose of the trip, explain:

CISI Emergency and Health Insurance (required for foreign travel only) please attach or email verification of acceptance form. UF Equipment Export Control Approval is required on foreign travel (see instructions on next page).

Expense Category		Amount	PCard
Airfare		<input style="width: 100%; height: 20px;" type="text"/>	
Enterprise Car Rental	Enterprise Contract # 43A3255	<input style="width: 100%; height: 20px;" type="text"/>	
Fuel for car rental		<input style="width: 100%; height: 20px;" type="text"/>	
Mileage if driving personal vehicle	<input style="width: 80px; height: 20px;" type="text"/> # of miles	per mile	<input style="width: 100%; height: 20px;" type="text"/>
Lodging & Meals - <u>Lodging portion</u>	<input style="width: 80px; height: 20px;" type="text"/> # of nights	per night	<input style="width: 100%; height: 20px;" type="text"/>
Lodging & Meals - <u>Meals portion</u>	<input style="width: 80px; height: 20px;" type="text"/> # of days	per day	<input style="width: 100%; height: 20px;" type="text"/>
<b>OR</b> Per Diem in lieu of lodging & meals	<input style="width: 80px; height: 20px;" type="text"/> # of days	per day	<input style="width: 100%; height: 20px;" type="text"/>
Parking		<input style="width: 100%; height: 20px;" type="text"/>	
Registration		<input style="width: 100%; height: 20px;" type="text"/>	
Taxi		<input style="width: 100%; height: 20px;" type="text"/>	
Tolls		<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 270px; height: 20px;" type="text"/>	Other Items	<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 270px; height: 20px;" type="text"/>	Other Items	<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 270px; height: 20px;" type="text"/>	Other Items	<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 270px; height: 20px;" type="text"/>	Other Items	<input style="width: 100%; height: 20px;" type="text"/>	
<b>Total</b>		<input style="width: 100%; height: 20px;" type="text"/>	

Traveler Contribution

\_\_\_\_\_  
Traveler's Signature Date: \_\_\_\_\_

Unit Contribution

\_\_\_\_\_  
Chair/Director/Supervisor's Signature: Date: \_\_\_\_\_

Dean's Office Contribution

\_\_\_\_\_  
Dean's Office Signature Date: \_\_\_\_\_

## Travel Authorization (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 1-2 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:** 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. To make a reservation, call the State of Florida Reservations & Customer Service at 1-877-690-0064 and reference Account Number 43A3255.

**Fuel:** This is for fuel purchased for the car rental. 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.

**Breakfast:** When travel begins before 6am and extends to 8am

**Lunch:** When travel begins before 12pm and extends to 2pm

**Dinner:** When travel begins before 6pm and extends to 8pm

**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)

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 benefit 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 traveling, 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 after completing the Foreign Travel Request form <http://www.fa.ufl.edu/departments/asset-management/annual-inventory-off-site-certifications-foreign-travel-with-equipment-request/>. Then request staff to submit the Request Approval for Foreign Travel in myAssets.

**CISI Emergency and Health Insurance:** Go to: <https://internationalcenter.ufl.edu/node/116> for information and to complete the application.

Once completed, return to your unit's travel processor