

DCP Travel and Reimbursement Policy

All travel on University business must be authorized in advance by the Department Chair/Director or Dean's Office Supervisor, regardless of funding source, utilizing the DCP TA Form at least **one** week in advance. Unauthorized travel expenditures may not be reimbursed and will be the sole responsibility of the employee.

Travel Support Policy

All travel funding requests must be authorized in advance by the Department Chair/Director or Dean's Office Supervisor and approved by the Dean's Office.

Travel requests for the current fiscal year should be submitted by September 15 of every year.

Please note: any travel requests submitted during the year will be reviewed for possible support, subject to the availability of funds.

To request travel support, please complete the [DCP Travel Authorization Form](#) and submit to your unit's designated travel processor to inform them that you are applying for travel support.

Students requesting travel support from the Office of Research should submit the Office of Research's travel request form along with the DCP TA Form and required documentation.

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

Definition of Authorized Travel for travel support

Any approved travel to attend seminars, workshops, and conferences/conventions (for faculty or students 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.

Reimbursement Requests

To request reimbursement, fill out the appropriate reimbursement log from the list below:

- [DCP Domestic Travel Reimbursement Log.xlsx](#)
- [DCP Foreign Travel Reimbursement Log.xlsx](#)
- [DCP Non-Travel Reimbursement Log.xlsx](#)

Then **save as a PDF file** and upload the reimbursement log and all corresponding receipts to the online [DCP Expense Reimbursement Request Form](#) within **15 days** upon return from travel.

Travel Resources

An overview of UF Travel Related Policies can be found at <http://www.fa.ufl.edu/directives-and-procedures/travel/>. Any inquiries regarding university travel procedures should be directed to your department's designated travel processor.

Non-Travel Reimbursement Policy

Definition: Reimbursement to an employee other than travel or business hosting expenses incurred in connection with authorized University business. Employee reimbursements should be used for small, out-of-pocket purchases only when the university's preferred purchasing methods cannot be utilized.

Guidelines: In general, it is the policy of the University that all purchases should be made through UF procurement mechanisms (Purchase Order or PCard). The use of UF procurement mechanisms ensures that the purchase has received the appropriate review for compliance with all pertinent State laws, regulations and University policies, and that the University has achieved the best value.

It is incumbent upon each department to have effective purchasing processes in place that allows for preferred purchasing methods to be utilized. Therefore, it is important that employees utilize normal purchasing and PCard processes (<https://administrativememo.ufl.edu/2017/04/new-employee-reimbursements-policy/>) or that prior to the purchase, the individual seek confirmation that the purchase is, in fact, appropriate for reimbursement by the University.

If department authorities deem that the purchase is unallowable and should have utilized normal purchasing or PCard processes, the purchase should not be processed for reimbursement. Department fiscal administrator will Contact Disbursement Services for guidance on the allowance of any transaction.

The following are allowable as employee reimbursements:

1. Allowable purchases should total less than \$50
2. Allowable business hosting expenses. This includes all food purchases, luncheons, retreats, and entertainment.
3. In an emergency or when traveling for the University, it may become necessary for a faculty/staff member to pay for materials or services from their personal funds with the expectation that they will be reimbursed by the University for the purchase.
4. Licenses, dues, memberships and submission of research papers/payment for review services.
5. Whenever a PCard is not accepted by the vendor.

The following are NOT allowable as employee reimbursements:

1. IT Equipment. All IT equipment must be purchased using UF procurement mechanisms to ensure all applicable UF IT standards are met
2. Clothing
3. Contractual Services (except with approval from the Director or Associate Director of Procurement Services)
4. Any other commodities or contractual services that are required to be processed on a requisition/PO or PCard
5. Sales tax that would have been avoided if normal University purchasing processes had been followed (Sales tax must be deducted from unallowable reimbursements.)

Non-compliance with UF policy:

1. First offense – reminder of UF policy.
2. Second offense – allowed with a justification along with a second reminder of UF policy.
3. Third offense – will ask for the monies paid to the employee to be refunded to UF. If not repaid in a timely manner, the amount of the payment will be reported on the employee's W2 as taxable income.