

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, by submitting a Travel Request via UF GO at least **one** week in advance. Unauthorized travel expenditures may not be reimbursed and will be the sole responsibility of the employee.

To Enter a Travel request:

Instructions: [Request – Learn & Grow \(ufl.edu\)](#)

1. Log into UF GO
2. Click on **Request**
3. Then click on **Create New Request**
4. Select **Request Type**
5. Enter the travel detail information.

For assistance with the account information, you have two options:

- Contact your Home Department Fiscal Personnel for account details (also known as chartfield).
- Add your Home Department Fiscal Personnel as a Delegate, so they can enter the account details (also known as the chartfield).

Instructions: [MANAGE DELEGATES \(ufl.edu\)](#)

1. Log into UF GO
2. In the upper right-hand corner, select **Profile**.
3. Click on Profile Settings
4. Select **Request Delegates** options from the menu on the left.
5. Click **Add** then enter and select your desired delegate's name, UFID, or email address.

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.

Travel Expense/Reimbursement Requests

Upon your return, you must reconcile your travel by creating an expense within **15 days** upon return from travel. Travel Expense Reports submitted 60 days after trip completion will have taxable consequences (See [IRS Publication 463](#)).

To create a Travel Expense

1. Open the **Travel Request** for the trip and click **Create Expense Report** from an approved travel request (if there is not currently an approved travel request, then it will need to be created from scratch)
2. Under **Report Details**, select the **Report Header** option from the dropdown menu to verify the travel dates and funding details are accurate.
 - Expense reports on C&G funds 201 and 209 will need to have the following fields:
 - i. **Travel Start Time:** time leave official headquarters or your home.
 - ii. **Travel End Time:** time return to official headquarters or your home.
 - iii. **Official Headquarters:** the city or town nearest to the area where most of the employee's work is performed.
3. Make changes to the **Report Header** as needed.
 - You can edit header fields including Chartfield information.
4. Select **Save**

For assistance with the account information, you have two options:

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- Add your Home Department Fiscal Personnel as a Delegate, so they can enter the account details (also known as the chartfield).

Instructions: [MANAGE DELEGATES \(ufl.edu\)](#)

6. Log into UF GO
7. In the upper right-hand corner, select **Profile**.
8. Click on Profile Settings
9. Select **Expense Delegates** options from the menu on the left.

10. Click **Add** then enter and select your desired delegate's name, UFID, or email address.

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.