

## DCP Travel Request

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/Aircard
Airfare (Must book through UF Go)		<input type="text"/>	
Avis/Budget Car Rental		<input type="text"/>	
Fuel for car rental		<input type="text"/>	
Mileage if driving personal vehicle	<input type="text"/> # of miles	per mile	
Lodging & Meals - <u>Lodging portion</u>	<input type="text"/> # of nights	per night	
Lodging & Meals - <u>Meals portion</u>	<input type="text"/> # of days	per day	
<b>OR</b> Per Diem in lieu of lodging & meals	<input type="text"/> # of days	per day	
Parking		<input type="text"/>	
Registration		<input type="text"/>	
Taxi		<input type="text"/>	
Tolls		<input type="text"/>	
<input type="text"/>	Other Items	<input type="text"/>	
<input type="text"/>	Other Items	<input type="text"/>	
<input type="text"/>	Other Items	<input type="text"/>	
<input type="text"/>	Other Items	<input type="text"/>	
<b>Total</b>		<input 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:

## DCP Travel Request

The Travel Request is an estimation of the expenses you will incur on your trip. You should know the dates of your trip before filling out this form. Requests for Domestic Travel need to be received 1-2 weeks in advance of the trip. Requests 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 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 will it 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 booked through UF Go. Itinerary should include price of ticket & method of payment, showing the ticket has been paid (or UF Aircard reserved).

**Car Rental:** Rental car reservations can be booked through the UF Go booking tool or the AVIS Rental Vehicles or Budget Rental Vehicles website. Reservations can also be made using the AVIS and Budget Mobile Apps or by contacting the AVIS/Budget STATE OF FLORIDA RESERVATION DESK toll-free number, 800-338-8211. Renters should be prepared to provide the AWD or BCD shown below when making a reservation:

**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