



UCF Divisional Travel Authorization Request

This form must be approved by the president or appropriate vice president (VP) or athletic director for all E&G and auxiliary funded travel prior to submitting a travel requisition to Finance and Accounting (F&A) and incurring any travel expenses. Only local area travel (within 50 miles of the employee's primary campus location or between UCF campuses) or travel funded 100% from C&G, foundation, student government/activity service fees or agency funds is exempt from this requirement.

Please review the attached instructions and "Frequently Asked Questions (FAQs)" list prior to completing the form. Inquiries regarding the approval process and criteria should be directed to the president, VP or athletic director's office, as appropriate by UCF division. Questions regarding general travel procedures should be directed to F&A's Travel Payables office.

Traveler's Name: _____ Pay Plan: A&P___ FAC___ USPS___ OPS___ N/A___

Employee Title, if applicable: _____ Employee ID: _____

Department Name: _____ College or VP Area: _____

Travel Period: ___/___/___ thru ___/___/___
MM DD YY MM DD YY Travel Destination: _____

Estimated Travel Cost: _____ Funding Source %: E&G___ C&G___ Aux___

Travel Funding Department and/or Project Number(s): _____

Purpose of travel:

Describe how the travel activity is critical to the mission of the university:

		<u>Approved</u>	<u>Disapproved</u>
Dept. Chair or Director Signature: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean or Asst/Assoc VP Signature: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President, VP or Athletic Director Signature*: _____ Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** Only units reporting directly to the President's Office should submit requests to that office. All other requests should be signed by the respective division's vice president, athletic director, or appropriate designee.*

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Instructions
(Updated 3/19/09)

General Guidelines

- 1) This form must be completed and approved by the president, or appropriate vice president (VP) or athletic director for all education and general (E&G) and auxiliary funded travel taking place on or after Monday, March 16, 2009, even if an approved travel requisition and/or purchase order has already been processed by Finance & Accounting (F&A) and/or expenses have been incurred.
- 2) Only local-area travel (either within 50 miles of an employee's primary campus location or between UCF campuses) and travel funded 100% from contracts and grants (C&G), foundation, student government/activity service fees or agency funds, or travel funded by the employee's own personal resources is completely exempt from this requirement, and for those a form need not be submitted. This includes approval and/or reimbursement for local-area mileage, tolls, parking and/or registration fees.
- 3) Travel that will be funded only partially out of E&G and/or auxiliary funds will still require approval via the form. To facilitate such requests, F&A asks that the form reflect the total estimated cost of the travel in such cases. For example, a \$2,000 trip to be funded 50% from E&G funds and 50% from C&G funds will only require approval for the \$1,000 E&G component. However, the form should indicate the total \$2,000 estimated cost with the appropriate percentages by funding source to facilitate the processing of the online travel requisition that will be submitted to F&A.
- 4) Routine law enforcement travel is also exempt from the restriction, but still must be pre-approved at the discretion of the president, VP or athletic director utilizing this form. In that regard, please be sure to indicate if the travel is related to law enforcement activities in the space provided to describe the "mission critical" nature of the travel.
- 5) Already existing blanket travel requisitions and orders for in-state travel will not be canceled. Furthermore, this form will not be required as long as any expenditures to be incurred against a blanket purchase order are for local-area travel as defined above. However, in-state travel outside the 50 mile radius or not between UCF campuses will have to be pre-approved via this form in each case, and the approved form sent via email with the corresponding blanket purchase order number to travelfa@mail.ucf.edu.

Completing and Routing the Form

- 1) Please complete all entries on the form, including the sections provided to describe the purpose of travel and how the travel is critical to the mission of the university. Partially completed forms will likely be returned and may cause unnecessary processing delays.
- 2) In the "Destination" entry, indicate the US city and state or non-US city and country for all travel.
- 3) For student travelers not currently employed by the university or non-UCF employee travelers (i.e., interview candidates), indicate "N/A" for the "Pay Plan" and "Employee Title." Note that students do have employee ID's, so please provide in such cases.
- 4) In the "Funding Source %" entry, indicate the proposed funding distribution for the travel activity. For example, if a \$1,000 trip is to be funded \$500 from E&G funds and \$500 from C&G funds, please indicate 50% E&G and 50% C&G on the form.
- 5) In the "Funding Department and/or Project Number(s)" entry, indicate the corresponding funding departments or projects.
- 6) Only the president, VP, athletic director or appropriate designee's signature is required by F&A. However, please contact your respective division office to determine what other signatures (by electronic submission or actual hard-copy) they may require in consideration of your requests.
- 7) Approved or disapproved request forms will be returned by the president, VP or athletic director's office to the requesting department or unit.
- 8) Request forms that have been approved by the president, VP or athletic director must be submitted by the requesting department or unit to F&A by attaching a copy to the on-line travel requisition. If a blanket or other purchase requisition has already been submitted, the requesting department or unit should send the approved form via e-mail with the corresponding requisition number to travelfa@mail.ucf.edu.

Travel Restrictions and Approval Process

Frequently Asked Questions (FAQs)

(Updated 3/19/09)

When are the travel restrictions effective? The travel restrictions are effective February 19, 2009. However, given that some employees may already have embarked on a business trip prior to the official announcement to the UCF community, any travel commencing or already underway prior to Monday, March 16 will be exempt. In such cases, travel-related expenditures will be reimbursed in compliance with university, State and other regulations, in accordance with the university's normally established procedures. Travel on or after March 16 will require approval via the UCF Divisional Travel Authorization Request form.

Do the restrictions and approval process apply to all travel? No. Local-area travel (i.e., within 50 miles of an employee's primary campus location, or between UCF campuses), travel funded 100% from contracts and grants (C&G), foundation, student government/activity service fees or agency funds, or travel funded by the employee's own personal resources is completely exempt from this requirement, and a form need not be completed or submitted to F&A in such cases.

What are agency funds? Agency funds consist of funds held by UCF as custodian or fiscal agent for others. Examples include, but are not limited to, accounts established for receipts and expenditures of money generated by professional clubs or societies in connection with university instructional and/or research activities, or accounts established for faculty, staff and/or student organizations for safekeeping.

Do the restrictions and approval process apply to travel funded entirely (100%) from C&G or research foundation resources? No, they do not. However, travel that will be funded jointly from C&G and E&G or auxiliary funds will still require approval via the form for the non-C&G component. For example, a \$2,000 trip to be funded 50% from E&G funds and 50% from C&G funds will only require approval for the \$1,000 E&G component. In such cases, the form should still indicate the total \$2,000 estimated cost with the appropriate percentages by funding source to facilitate the processing of the online travel requisition that will be submitted to F&A.

Is the form required for non-UCF employee travelers (i.e., interview candidates) as well? Yes, the form is required for all travelers, except those specifically exempted as described above and in the "Instructions" section of the form.

Do the restrictions apply to travel that already has been approved (via a travel requisition and/or purchase order), but not yet completed? Yes. If the travel is commencing on or after Monday, March 16, the UCF Divisional Travel Authorization Request form must be completed and no further expenditures should be incurred unless the travel is approved by the president, or appropriate VP or athletic director.

Will already implemented purchase orders be canceled? In-state blanket requisitions will not be canceled. Furthermore, a UCF Divisional Travel Authorization Request form will not be required as long as any expenditures to be incurred against a blanket purchase order are for local-area travel as defined above. However, any in-State travel outside the 50 mile radius or not between the UCF campuses will require an approved request form for each travel instance.

F&A will be contacting departments regarding any other outstanding purchase orders requiring an approved form as outlined above, and will only cancel those for which the request is disapproved by the president, VP or athletic director, or if the request form is not received by their requested deadline.

If the university had already purchased a non-refundable airline ticket prior to the announcement of the travel restrictions for a trip that is subsequently not approved by the president, VP or athletic director, can the employee still utilize the ticket if he or she would like to fund the remainder of the trip out of his or her own personal resources? Yes. Alternatively, the employee may purchase the airline ticket from the university for his or her own personal use, as the ticket will otherwise be wasted. However, no discount or deal may be applied beyond the original purchase price. For example, if the university purchased a \$300 non-refundable ticket, and the employee decides to purchase the ticket for his or her own personal use, he or she may purchase the ticket from the university at the same \$300 price.

Note that if the employee would like to purchase the non-refundable ticket for his or her personal use on another date altogether, and the date change will result in the airline charging an additional reissue fee, the employee would be asked to pay UCF for the difference between the full price of the ticket and the airline reissue fee. For example, if the ticket originally cost \$300, but there will be an additional \$75 airline fee to reissue the ticket for another date, the employee would reimburse UCF \$225, and pay the \$75 reissue fee directly to the airline.

Frequently Asked Questions (FAQs) Continued

What criteria will be used in evaluating a travel request? In addition to reviewing travel requests to identify those that are deemed critical to the mission of the university, other considerations should include whether the travel-related activities can be postponed or convened or attended using technology, whether non-refundable expenses already incurred for travel that will take place on or after March 16 are worth forgoing given the nature of the travel and the anticipated overall cost, and other factors as deemed appropriate by each division.

Are there any categories of travel that will automatically be deemed “mission critical?” Travel for routine law enforcement or emergency management activities will likely be considered “mission critical,” but will still require approval via the UCF Divisional Travel Authorization Request form at the discretion of the president, or appropriate VP or athletic director.

Will I be notified when the request has been processed? The approved or disapproved form, as the case may be, will be returned by the president, VP or athletic director’s office to the requesting unit as soon as the request has been processed so that the employee and/or department may proceed with travel arrangements as applicable, following the university’s normally established procedures.

Where should I send the approved “UCF Divisional Travel Authorization Request” form? Approved forms by the president, VP or athletic director as appropriate by division must be submitted by the requesting unit to F&A by attaching a copy to the on-line travel requisition. If a blanket or other purchase requisition has already been submitted, please send the approved form via e-mail with the appropriate requisition number to travelfa@mail.ucf.edu.

Where can I locate the form? The form is available in the “Forms” sections of either the F&A or Provost’s Office Web sites at www.fa.ucf.edu/ or www.provost.ucf.edu/ .

Who should I contact for additional information about this process? Additional questions regarding the approval process and criteria should be directed to the president, VP, or athletic director’s office, as appropriate by UCF division. Questions regarding general travel procedures should be directed to F&A’s Travel Payables office.