Things to remember:

- University purchasing cards can be used for many of your travel expenses, except meals.
- Airline tickets should be economy class. (Economy comfort and economy plus are upgraded seats which may not be reimbursed).
- UCF has a contract with Enterprise. Use Enterprise contract #07C1201 to receive our rates. (If you reserve anything other than a compact car, you may be limited to reimbursement of the compact car rate).
- Keep any conference materials you receive. These are important to properly calculate your meal allowance.
- Provide an itemized hotel receipt that shows payment. Hotel rates should be reasonable for the area traveled to.
- UCF needs your receipts. UCF cannot reimburse without original receipts.
- In order to be paid meals, it must be an overnight trip.

Pre-approvals are required before a Purchase Order is created:

- If travel is over 30 business days to a single location, Provost approval is required.
- An overnight stay within 50 miles of headquarters or home requires Provost approval.

Allowable Meals and Lodging:

Day of Departure
- Breakfast: When travel begins before 6 A.M. — $6
- Lunch: When travel begins before 12 Noon — $11
- Dinner: When travel begins before 6 P.M. — $19

Day of Return
- Breakfast: When travel ends after 8 A.M. — $6
- Lunch: When travel ends after 2 P.M. — $11
- Dinner: When travel ends after 8 P.M. — $19

Lodging:
- Lodging will be paid at the single room rate.
- A limit of $200 a night applies unless justified.
- An itemized receipt showing payment should be submitted with your reimbursement.
- Foreign lodging is paid at rates set by the US State Department. (Link)

Per Diem:

For domestic travel, a traveler may be paid a straight per diem rate of $80.00 per day with no receipts or meals and lodging.
### I. Airfare
- A traveler is allowed up to three hours before a flight and up to two hours after a flight as travel time to and from the airport for both domestic and foreign travel.
- A detailed itinerary and receipt are required including class of fare and ticket number.
- Justification required for flight changes.
- Travelers require to fly coach/economy and purchase non-refundable tickets.
- Receipts are required for all baggage fees.

### II. Rental Cars — Enterprise/National
- Provide the UCF Contract Number 07C1201.
- Collision Damage Waiver (CDW) Insurance is included in Enterprise contracted rates.
- Justification required for upgrading from compact car.
- E Tolls are an allowable expense on Enterprise.

### III. Mileage
- Vicinity Mileage is travel within city limits—Over 50 miles per day requires justification.
- Enter Map mileage and Vicinity Mileage as separate line items on the reimbursement voucher.

### IV. Lodging
- Itemized, paid hotel receipts are required.
- Justification is required if nightly room rate exceeds $200 per night in state and out of state.
- Lodging may only be reimbursed for the single occupancy rate.
- Certify that phone calls and/or internet use are for business purposes.

### V. Conferences
- Traveler may not claim a meal allowance if the meals were included in the registration fee paid by the university. This applies even if the traveler decides not to eat the meals.
- “Continental breakfast” and “banquets” are considered meals—at the conference.
- A reception is not considered a meal.
- Submit the conference agenda with the reimbursement voucher receipts.

### VI. Foreign Travel
- Lodging will only be reimbursed based upon the original paid lodging receipts and only up to the maximum foreign lodging amount as specified in the US Department of State tables. (link)
- Itemized, paid hotel receipts are required.
- Meal rates for foreign travel do not begin until the traveler arrives at the foreign destination and terminate when the traveler departs from the foreign country.
- Foreign Incidental are reimbursed in the same manner as domestic incidentals.

### VII. Incidental expenses not requiring receipts:
- Meals—traveler reimbursed at set rates.
- Shuttle/Taxi Fares—under $25 per occurrence. (maximum reimbursable tip of 15%)
- Parking Charges—under $25 per occurrence.
- Tolls—under $25 per occurrence.
- Portage—limited to $1 per bag, per occurrence. (5 bag maximum)

### VIII. Incidental expense requiring receipts:
- Business calls/Internet use—include UCF business purpose.
- Checked/Excess baggage fees.
- Registration fees—include documentation (agenda and brochure) showing the date, location, amount of registration fee, and meals provided.
- Shuttle/Taxi Fares—in excess of $25 per occurrence. (maximum reimbursable tip of $15%)
- Parking Charges—in excess of $25 per occurrence.
- Passport/Visa fees—for official business only.
- Laundry, Dry-Cleaning and Pressing—after 7 consecutive days of travel with an itemized receipt.