



# University Travel

Office of the Controller/Office of Travel

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# University Travel

## Office of the Controller/Office of Travel



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This guide is designed to be used in conjunction with attendance  
in training classes provided by Office of the Controller/Office of Travel  
and in collaboration with CPDT

## Objectives:

- Travel Authorization Request (TAR)
- Voucher for Reimbursement of Travel Expenses
- Travel Arrangements & Reservations
- Helpful Notes
- The Invoice Process/Timeline

## Intended Audience:

This course is designed for persons who will prepare and submit documentation for travel related transactions. As well as for those who would like to familiarize themselves with travel policies and procedures.

## Pre-Requisites:

In order to attend this class, one must have the following pre-requisites:

There are no pre-requisite requirements for attendance in this session.

## Icon Key:



**Important Info** – Need to know information



**Nifty Note** – nice to know information.



Example of Nifty Note



*Example of Important Info*

Important info goes here

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# Chapter One

## Travel Authorization Request (TAR)



*This chapter will cover how to complete a TAR; estimate travel costs; request a travel advance; and obtain a signature approval.*

***The Travel Authorization Request (TAR) is the University's and State's formal document for travelers to secure approval to incur travel expenses. A TAR form must be approved and submitted for all travel performed by individuals traveling on official business of the University. The TAR must be signed by the traveler's supervisor. In the event that traveling expenses are funded by a department other than the traveler's, the TAR must also be signed by the department head of the funding department and the traveler's supervisor. TAR's must be submitted to the Travel Office with all authorized signatures prior to the departure of travel. International Travel requires division Vice Presidential approval.***

 **BLANKET TAR:** Individuals incurring frequent local vicinity travel (including adjacent counties - Baker, Clay, Nassau and St. John) may file a blanket travel authorization for up to an entire fiscal year. All blanket TAR's will expire at the end of the fiscal year (June 30) in which a new blanket TAR must be issued to cover the new fiscal year. Travelers may not use a blanket TAR for the purchase of an airline ticket, vehicle rental, or travel involving overnight stay.

To complete a TAR:

1. Obtain TAR document.
2. **DATE:** Use the current date you are starting the preparation of the TAR.
3. **NAME OF TRAVELER:** Provide the name of traveler. (*First time travelers of UNF or non-employees must report a current address on the TAR*).

Individuals authorized to incur and be reimbursed for official travel are:

- State University System employees – both full and part time (OPS).
- University consultants and advisors.
- Candidates for University employment.

4. **BANNER VENDOR NUMBER:** Verify and input the traveler's Banner Vendor number. For first time travelers or those without a Banner Vendor Numbers, please include a home address, city, state & zip code. For foreign travelers visiting the University, who may not have a social security number, please have a Banner number issued and include a current home address for the traveler.

**Finding Banner Vendor Number:**

1. Access Internet Native Banner.
2. Open FTIIDEN. Press **Enter**.
3. Click on the **Vendors** checkbox to uncheck it and click on the '**All**' checkbox to activate it. This will select all names listed in Banner.
4. Perform a **Next Block** function.
5. Press **F8** to execute the search or perform a wild card search to narrow your search options. A wild card search can be performed by entering in a portion of the payee name, using mixed case with the wild card "%" before and after as necessary. Then press **F8** to execute the wild card search. Finally, scroll down to find the Banner id number for the payee.

5. **BANNER INDEX NUMBER:** Identify the Banner Index number to which the travel expenses will be charged.  
If more than one Index number is funding the travel, list all Departmental Index Numbers and have them sign. SUFFICIENT FUNDS MUST BE AVAILABLE IN THE INDEX ACCOUNT BEFORE A TAR CAN BE PROCESSED.
6. **CONTACT PERSON & EXTENSION:** Identify the name and telephone number where the traveler or traveler's secretary can be reached for assistance during business hours.  
If more than one department is sharing expenses, please include all contact person's names and extensions.
7. **DEPARTMENT NAME:** Identify the department name to which the travel expenses will be charged.  
If more than one department is funding the travel, list all departments.

8. **OFFICIAL HEAD QUARTERS:** Identify the City/campus in which the traveler's assigned office or place of work is located.  
If traveler is stationed in another city for a period of 30 continuous workdays, such city will become the official headquarters and traveler will not be allowed to receive further per diem or subsistence after said period unless specifically approved by the University President.
9. **DESTINATION(S):** List all cities included in trip. If travel is local, write "vicinity".
10. **DATES & HOURS OF DEPARTURE AND RETURN:** Identify the date and time of departure and return.
11. **OTHERS GOING TO THE SAME DESTINATION:** Name of other University employees attending the meeting or event. Should three or more people from a department plan to travel to the same conference, workshop, seminar or convention, attach a justification as to why it is necessary for this many to attend.
12. **PURPOSE OF TRIP:** State clearly the purpose of the trip. The purpose of the trip must be for the official business of the University and for the benefit of the State.  
Ex. To attend the Florida Reading Association Conference.
13. **BENEFIT TO THE STATE:** If purpose of trip is for attendance at a conference, convention, workshop, or annual meeting, explain the benefit to the State. A copy of the agenda and registration materials must be attached to the TAR.  
**Ex.** Provides training for the FIE Early Learning Model Project coaches and director and therefore ensures further excellence in education for K-13 initiatives for the State.





# Estimated Costs


1. **PER DIEM OR ACTUAL LODGING:** This is the allowance that a traveler is authorized to receive to cover the cost of meals and hotel accommodations. If the expense is being paid from another source, identify that there is no cost to the University. Please note that if the registration fee includes meals, the traveler is not authorized to claim this expense as an estimated cost of travel:

- The current per diem within the continental United States is \$80 for each day of travel.
- Per Diem rates for meals of foreign travel vary with each country. Travelers should contact the Travel Office to determine the authorized per diem rate for the country of destination. Receipts are required for the reimbursement of lodging of foreign travel up to the maximum allowable expense from the federal guidelines. Additionally, incidental expenses require original receipts.

	MEAL ALLOWANCES			PER DIEM EXPENSES		
	<u>Leave Before:</u>	<u>Return After:</u>	<u>Amount:</u>	<u>Leave at or After:</u>	<u>Return at or Before:</u>	<u>Amount:</u>
<i>Breakfast:</i>	6:00 am	8:00 am	\$6.00	12:00 Midnight	6:00 am	\$20.00
<i>Lunch:</i>	12:00 Noon	2:00 pm	\$11.00	6:00 am	12:00 Noon	\$20.00
<i>Dinner:</i>	6:00 pm	8:00 pm	\$19.00	12:00 Noon	6:00 pm	\$20.00
<b>Total Allowable per Day:</b>			\$36.00	6:00 pm	12:00 Midnight	\$20.00
				<b>Total Allowable per Day:</b>		\$80.00

- **PER DIEM OR ACTUAL LODGING:** Identify the estimated expense for hotel accommodations per day times the number of days lodging is needed to determine the total cost of lodging.
  - **MEALS:** Identify the estimated expense for meals per day times the number of days meals will be needed to determine the total meal allowance.
2. **REGISTRATION FEES:** Identify the estimated cost of the registration fee, excluding meals.
3. **MILEAGE:** Identify the estimated cost of map mileage and vicinity mileage. Travelers using their own automobiles are authorized to be reimbursed \$0.445/mile.
4. **INCIDENTAL EXPENSES:** Report the estimated cost of incidental expenses such as taxi fares, parking, tolls, and business calls.

5. **SUB TOTAL:** Calculate the total estimated costs of lodging, meals, mileage, and incidental expenses.
6. **COMMON CARRIER** (Air fare): Report the estimated cost of common carrier expenses. Travelers may continue to call BCD (formerly WorldTravel Partners) to make airfare arrangements. However, you must use their UNF issued PCard to make their reservations. Travelers are reminded that they should use the most economical means for travel and obtain the lowest fares available.
7. **RENTAL CAR EXPENSE:** Report the estimated cost of rental car expenses. The State of Florida has entered into a contract with Avis Rental car to provide a reduced rate for car rentals. A compact car must be rented unless the number of passengers or amount of materials transported makes use of a compact car impractical.
8. **TOTAL ESTIMATED COSTS:** Add all expenses identified and enter total here.

 Effective July 1, 2007, Requests for Travel Advance were restricted to special cases involving International travel, Authorized students, Student Government and Athletic Team travel. Frequent travelers are requested to apply for a University PCard to accommodate this change for all domestic travel. Travel advances are not available for non-employees, other than students traveling on behalf of Student Government. Advances require additional justification

## Request For Advance (Optional):



A request for a travel advance can only be made if out-of-pocket expenses are estimated to exceed \$125.00. To secure an advance, Section B (Request for Advance) on the Travel Authorization Request (TAR) form must be submitted to the Travel Office at least ten (10) working days prior to travel.

1. **ADVANCE AFFIRMATION:** Statement certifying that the travel is official business of the State of Florida and reimbursement will be filed within the specified time limits.
2. **TRAVEL ADVANCE REQUESTED:** Calculate the advance travel allowed by multiplying 80% times the sub-total of estimated expenses.
3. **TRAVELER'S INITIALS:** The traveler must read the advance affirmation statement and initial to agree to the terms of the statement. (*Must be initialed by person traveling, not a supervisor*)



## Signature Approval:

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1. **TRAVELER'S SIGNATURE:** Before signing and dating this line, the traveler must read all terms on the Travel Authorization Request and Request for Advance (if applicable). Must be signed by person traveling, not a supervisor. Travelers are signing an agreement to comply with Florida Statute 112.061. Willful non-compliance with this rule will place the traveler in perjury.
2. **SUPERVISOR/DEPARTMENT HEAD SIGNATURE:** Traveler's supervisor must sign and date this line, prior to the commitment of University resources.
3. **PRESIDENT'S SIGNATURE:** Presidential approval is required for all travel outside of the contiguous 48 states. In addition to foreign travel, this includes Hawaii, Alaska, Canada, Guam, and Puerto Rico. The President has delegated his authority to the Vice President of each division. Delegation below the Vice Presidential level is not authorized by order of the President.



# Chapter Two

## Voucher for Reimbursement of Travel Expenses

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*The Voucher for Reimbursement of Travel Expenses is the State's Official document used to reimburse travelers for expenses incurred while on travel. Upon completion of the travel, the traveler must prepare a travel reimbursement voucher, sign the voucher, obtain the supervisor's approval, and submit to the Controller's Office for payment. The travel voucher must include two pages. Page one is for the Out-of-Pocket expenses incurred by the traveler. Page two is for the expenses paid by UNF. Page one of the voucher requires that the original receipts for hotel room, car rental, airline ticket, and incidental expenses be submitted with the voucher. Page two requires the original AVIS rental receipt, if paid by AVIS Voucher, be submitted and copies of all Purchase Card receipts. Please note that a travel reimbursement voucher must be filed at the end of travel even if there are no other expenses to be reimbursed to the traveler. The travel reimbursement voucher must be filed within ten (10) workdays after the trip. If an advance is received, the travel reimbursement voucher must be filed five (5) workdays after the trip if reimbursement is due to the traveler or three (3) workdays after the trip if reimbursement is owed to the State of Florida.*

To complete a voucher for reimbursement of travel expenses:

1. **OBTAIN VOUCHER:** Which consist of two pages. Begin with page one for claiming the traveler's Out-of-Pocket expenses incurred while in travel status. Both pages must be included to confirm whether expenses were incurred by either the traveler or the university.
2. **TRAVELER:** Type the name of traveler.
3. **HEADQUARTER:** Identify the place where the traveler is officially assigned to work. Headquarter is defined as the city/campus in which the traveler's assigned office or place of work is located. If traveler is stationed in another city for a period of 30 continuous workdays, such city will become the official headquarters and traveler will not be allowed to receive further per diem or subsistence after said period unless specifically approved by the University President.

4. **BANNER VENDOR NUMBER:** Verify the traveler's Banner assigned vendor number before submitting TAR to the Controller's Office. For those first time travelers or those without a Banner number please include home address, city, state & zip code. Please contact the Travel Office for further instructions of foreign travelers who may not have a Banner assigned number.
5. **BANNER INDEX NUMBER:** Identify the Banner index number to which the travel expenses will be charged. If more than one index number funding the travel, list all departments indexes and have them sign. **SUFFICIENT FUNDS MUST BE AVAILABLE IN THE INDEX BEFORE A REIMBURSEMENT CAN BE PROCESSED.**
6. **RESIDENCE:** Identify the city of residence of the traveler.
7. **TAR NUMBER:** Identify the TAR number.
8. **DATE:** Enter, on a separate line, each day that the traveler is away.
9. **TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION:** The first line will show the city where the travel originated to the traveler's destination while the last line will show the opposite. Show the traveler's location each day. For example, if a traveler whose headquarters is Jacksonville spends three days in Cleveland, OH starting March 1st and concluding March 3rd the travel should be identified as follows:  
  

**3/1/01 Jacksonville to Cleveland**  
**3/2/01 Cleveland**  
**3/3/01 Cleveland to Jacksonville**
10. **PURPOSE OR REASON (Name of Conference):** State clearly the purpose of the trip or the name of the Conference.
11. **HOUR OF DEPARTURE AND RETURN:** This is the time that the traveler leaves home or place of work to commence travel. When traveling by air, the State Comptroller will normally allow two hours prior to departure time for domestic travel and three hours for foreign travel.

**12. MEALS FOR CLASS A & B TRAVEL:**

- **CLASS A:** Continuous travel of 24 hours or more away from official headquarters.
- **CLASS B:** Continuous travel or less than 24 hours which involves overnight absence from official headquarters.
  - Please note that if the registration fee includes meals or the traveler is not authorized to claim such meals, the traveler cannot claim this expense as cost of travel.

**MEAL ALLOWANCES**

	<u>Leave Before:</u>	<u>Return After:</u>	<u>Amount:</u>
<i>Breakfast:</i>	6:00am	8:00am	\$6.00
<i>Lunch:</i>	12:00 Noon	2:00pm	\$11.00
<i>Dinner:</i>	6:00pm	8:00pm	\$19.00
<b>Total Allowable per Day:</b>			<b>\$36.00</b>

**13. PER DIEM OR ACTUAL LODGING EXPENSES:** This is the allowance that a traveler is authorized to receive to cover the cost of meals and hotel accommodations. A traveler can elect to be reimbursed by per diem or actual expenses.

- **PER DIEM:**
  - Please note that if the registration fee includes meals, the traveler cannot claim this expense as cost of travel and must deduct this expense from the total allowable per diem.
  - Per Diem or meal allowance is not authorized for travel within the county of the traveler's headquarters.
    1. The current per diem within the continental United States is \$80 for each day of travel.
    2. Per Diem rates for meals of foreign travel vary with each country. Travelers should contact the Travel Office to determine the authorized per diem rate for the country of destination. Receipts are required for the reimbursement of lodging of foreign travel up to the maximum allowable expense from the federal guidelines. Additionally, incidental expenses require original receipts.

**PER DIEM EXPENSES**

<u>Leave at or After:</u>	<u>Return at or Before:</u>	<u>Amount:</u>
12:00 Midnight	6:00am	\$20.00
6:00am	12:00 Noon	\$20.00
12:00 Noon	6:00pm	\$20.00
6:00pm	12:00 Midnight	\$20.00
<b>Total Allowable per Day:</b>		<b>\$80.00</b>

➤ **ACTUAL LODGING EXPENSES:**

- If travel expenses are paid by others, type COMP on the appropriate line where the cost would have ordinarily been shown.
- Hotel room lodging may not be direct billed to the University.
- Hotel lodging expenses include the cost of the room, sales tax, state tax, county tax, resort tax, occupancy tax, and any other mandatory fees (i.e. safe charge).
- Hotel room rates must be reasonable for the specific area of stay.  
**Ex.** Rates in New York City (NYC) will be much higher than Jacksonville. Expect to pay higher rates per night in NYC, while rates in Jacksonville are available under \$100 per night. For rates over \$100 per night, the State may require a justification. This should be submitted with your travel voucher.
- **ATTACH ORIGINAL ITEMIZED RECEIPTS FOR LODGING EXPENSES.**

14. **CLASS C MEALS:** Travel for short or day trips where the traveler is not away from his official headquarters overnight (*Until approved and reintroduced to travel expenses by Florida Legislature, Class C meals have been non-reimbursable since July 1, 2000.*)

- Class “C” meals are processed through payroll and will have standard deductions taken from the payment and are reported on the employees W-2.
- Follow the State’s daily meal allowance.
- An allowance for meals is not authorized when travel is confined to the city or town of official headquarters or immediate vicinity.

15. **AP MILEAGE:** Mileage between two cities when traveling by car. A traveler will not be reimbursed for mileage or other transportation expense when the cost of the trip is paid by another, or when riding with another traveler who is claiming the mileage allowance. Travelers using their own automobiles are authorized to be reimbursed \$.445/mile. Mileage exceeding the pre-determined State allowance should be included as vicinity mileage.

16. **VICINITY MILEAGE:** Miles traveled within the county. Mileage for travel outside the county must be reported as map mileage. Travelers using their own automobiles are authorized to be reimbursed \$.445/mile. A daily mileage sheet should be attached to the reimbursement form. Please attach a copy of mileage calculated if mileage exceeds the pre-determined State allowance. \*\*\*

**\*\*\* Travel Website for Mileage/Directions \*\*\***

<http://maps.yahoo.com/dd> or [www.mapquest.com](http://www.mapquest.com)


**Print these results to use for documentation**

17. **OTHER EXPENSES:** Identify the cost and type of incidental expense incurred such as taxi fares, registration fees, parking, tolls, business calls, etc... Also, include the cost of airfare and car rental if it was paid directly by the traveler. **ATTACH AN ORIGINAL RECEIPT FOR EACH INCIDENTAL EXPENSE IDENTIFIED.**

➤ **REGISTRATION FEES:** Upon approval of the TAR, departments may use university issued PCard to pay for registrations. If an actual check is needed, departments must submit a requisition to the Accounts Payable Department for all registration fee payments with sufficient time to process the payment prior to attending conferences, meetings, and workshops. You must provide a copy of the registration form which indicates the price of the registration fee. Please allow up to two (2) weeks for processing the requisition and vouchering to be completed. A copy of the TAR must be attached with the requisition and the original TAR must be submitted to the Travel Office. Please include a copy of the registration materials, including a full agenda, with the TAR when submitted to the Travel Office.

• **Non-Reimbursable Expenses:**

1. Tips or gratuities, other than portage and taxies as according to Florida Statutes.
2. Personal travel insurance (life or medical insurance)
3. Rental car insurance options
4. Personal telephone calls
5. Mileage between home and official place of work
6. Personal expenses involved with official travel
7. Tax for room service

 Please call the Travel Office if there is any question regarding whether the type of receipt or reason for purchase is questionable.

18. **BENEFIT TO THE STATE:** If purpose of trip is for attendance at a conference, convention, workshop, or annual meeting, explain the benefit to the State. Also, include a copy of the full agenda.

**Ex.** Provides training for the FIE Early Learning Model Project coaches and director and therefore ensures further excellence in education for K-13 initiatives for the State.

**19. COMMENTS:**

- Report if the travel incurred is no cost to the University.
- Identify amounts and account numbers if there is more than one department paying for the travel expenses.
- Provide reason for budget allowance.
- Provide justification if rental car used was other than a compact car.
- Provide justification if WorldTravel Partners or Avis rental car was not used for travel arrangements.
- Include statement that phone calls were business related.
- Report any additional information that would be helpful in processing the travel reimbursement voucher.

**20. PAGE TWO:** Consists only of the expenses paid by UNF or charged to UNF Purchasing Cards.

**21. COMMON CARRIER OR STATE VEHICLE:** List any state vehicle used. List any AVIS rentals paid by AVIS Voucher. List any mode of travel paid through Accounts Payable.

**22. PURCHASING CARD:** List all allowable travel charges made with the university issued PCard. You may use an additional or separate page if needed.

**23. NON-REIMBURSABLE PURCHASING CARD:** List all non-allowed charges, if any. List all meal purchases made by PCard, keep original meal receipts for the department file and submit a copy with the travel voucher. Total this section and then take that total and list on "Less:" section on the first page. This amount will be subtracted from the reimbursement.



# Chapter Three

## Travel Arrangements & Reservations

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*All travel arrangements and reservations, including airline tickets, car rental and hotels, are the responsibility of the traveler.*

### Air Carrier (Travel Arrangements):

- Travelers may use any means to book airline reservation such as online services or local agencies. However, you will be required to follow policies issued by the alternatives.
- Travelers may continue to call BCD Travel (formally known as WorldTravel) to make reservations that will be paid by either the funding department's UNF issued PCard, the traveler's UNF issued PCard, or the traveler's personal credit card.
- When calling, travelers must provide the agency with a UNF issued PCard or a personal credit card. The travel agency will not accept ticket orders charging the university's Travel PCard.
- When booking airline reservations that include Personal Travel Time the traveler must provide a price comparison from the authorized or outside agency that shows the charge amounts for both itineraries. The True itinerary in comparison to the Business Only itinerary (Obtained at the same time and on the same day) is the documentation needed to reimburse the university or the traveler.

### **Important Info**

BCD Travel (formerly known as WorldTravel)	904-470-1353
Toll Free Service	800-458-6958

## Air Carrier (Reservations):

- All electronic airline tickets and itineraries are emailed directly to the person reserving the airline. Paper tickets purchased from BCD Travel may be FedEx to the Travel Office for pick up. Please remember that approved TAR's are required to be on file in the travel office within 3 days after travel arrangements have been made. *(This includes tickets ordered from other agencies).*
- Airline ticket exchanges are only authorized where the University or State requires the traveler to change the ticket because of official business requirements. The cost of exchanging a ticket is currently \$100.00, but is subject to change. Any time there is an exchange fee charged, there must be an explanation provided to the Travel Office as to the necessity of the exchange.
- Any ticket exchange fees and additional ticket costs resulting from the exchange of a ticket because of the personal reasons of the travelers are the responsibility of the traveler.
- Departments that cancel travel plans where an airline ticket has been issued and the ticket is not used must provide a written justification in the comment section of the Travel Reimbursement Voucher or an additional letter explaining the reason for the cancellation. Departments must keep track of the unused tickets in order to provide opportunities to use them for future travel. (Please include an Invoice number with any returned tickets. Upon future use of a returned ticket, a new TAR must be completed and the unused ticket must be referenced on the TAR).
- Personal airline tickets must be charged to personal credit cards and may be picked up from the Travel Office. Rental Car and Hotel may be reserved without additional charge when an Airline is to be charged. If Avis Only and Hotel Only reservations are made UNF can be charged more than \$15 for that service.
- For travel associated with UNF, where other organizations are paying the airline expenses, the traveler should either have the other organization pay the airline ticket directly or the traveler should charge the ticket on a personal credit card and be reimbursed by the other organization.



## Rental Car (Travel Arrangements):

- Travelers must call an authorized Avis agency or Avis directly. BCD Travel must charge a service fee for Avis Only Reservations as well as Hotel Only Reservations. Please Do Not use BCD for this service. UNF can be charged more than \$15 for that service.
- All car rentals are required to be done through the Avis Rent-A-Car. There are several locations:
  1. Baymeadows (904) 733-5850
  2. Jacksonville International Airport (904) 741-2327
  3. Orange Park (904) 276-7455
  4. Atlantic Blvd (904) 249-3246

### *Important Info*

Nationwide Reservations 800-331-1212  
AWD number for UNF is B133416

- Travelers must have a TAR on file in the UNF Travel Office. Blanket TAR's may not be used for rental cars.


## Rental Car (Reservations):

- When reserving a vehicle, the traveler will receive a confirmation number that will need to be provided in the UNF Travel Office. The traveler will receive a "**Company Travel Order**", also called a "**Rental Car Voucher**", for payment for the Avis car rental. Travelers must present this form to the ticket agent at Avis when they pick up the car. Otherwise, they will be required to pay for the rental and be charged a sales tax and surcharge.
- If travelers have a "**Company Travel Order**", also called a "**Rental Car Voucher**", do not present your personal credit cards to Avis. Avis centrally bills the University by using this form.
- A university issued Purchasing Card may be used to pay for an AVIS rental.
- Only Avis Rent-A-Car may be used for car rentals unless Avis does not have a vehicle available. In the event Avis does not have a rental car available, a confirmation should be included with the voucher of reimbursement.
- Travelers may only use a compact car, except when there is an excessive number of passengers, large amounts of university supplies and materials to carry, or when you can get a lower or equal price at the compact rate. **A justification must be included.**

- A travel reimbursement voucher must be filed with the original rental car bill at the end of the travel even if there are no other expenses to be reimbursed to the traveler.
- **Save gas receipts on all AVIS rentals.** Travelers may turn the receipts in for reimbursement on their Travel Reimbursement Voucher.
- You will be required to have a valid driver's license and will be asked questions regarding your driving record. If you are renting a car for personal reasons, you may use the State rate, but will be required to provide proof of insurance and asked whether you elect to accept the CDW, collision damage waiver, or the LDW, loss damage waiver. For official University business, you may not accept either the CDW or LDW insurance provisions on the lease agreement when renting from Avis. Travelers must except the insurance coverage if renting from another company and must provide a justification for not using Avis.
- Please note that the Avis agreement does not include 15 person passenger vans. If the travelers require a van of this size they must accept the insurance coverage.

#### Hotel or Lodging Arrangements:

- The traveler must obtain their own hotel reservations or lodging for the University approved travel. Please do not use BCD for this service. UNF can be charged more than \$15 for that service.
- Please note if you have a Purchase Card and use it to secure hotel or lodging, you must supply a copy of the receipt along with the reimbursement voucher.

 Please note if you have Personal or Non-reimbursable expenses on the Purchase Card (Pcard) during the stay you must submit a separate check along with your reimbursement to settle those charges.



# Chapter Four

## Helpful Hints

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*This chapter will discuss important information that will assist the traveler and those processing travel related paperwork.*

### International Travel:

- Travelers who request foreign travel, including Hawaii, Alaska, Canada, Guam, and Puerto Rico must have signature authority from the President. The President has delegated his authority to the Vice President of each division. Delegation below the Vice Presidential level is not authorized by order of the President.
- Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States and shall terminate on the date and time of departure from the foreign country to the United States.
- Rates for foreign travel shall not be claimed for any quarter in which domestic meal allowances or per diem is claimed.
- Amounts for reimbursement must be entered in U.S. dollars.
- When going from one foreign country to another within the same quarter, reimbursement is calculated based on the rate where the majority of the quarter was spent.
- Receipts are required for all lodging.
- The exchange rate used during travel needs to be the date the expense was incurred and for hotel use the date of check out. The most efficient manner of documentation is to print the conversion rate page found on [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic) and attach the incidental receipt to each page conversion.



Travel Website for Foreign Exchange Rate: <http://www.oanda.com/convert/classic>  
Travel Website for Foreign Per Diem Rates: <http://www.state.gov/travelandbusiness>

LOCALITY	MAXIMUM LODGING AMOUNT (A) +	M&IE RATE (B) =	MAXIMUM PER DIEM RATE (C)	EFFECTIVE DATE
<b>ARGENTINA</b>				
Buenos Aires	164	56	220	2-1-06
Other	128	40	168	2-1-06

The Foreign Meal Per Diem is found by the following breakdown:

**Of the Buenos Aires M&IE Rate 15% is Breakfast, 25% is Lunch, 40% is Dinner, and 20% is Other Expenses**

- Breakfast is \$8.40
- Lunch is \$14.00
- Dinner is \$22.40

Other is \$11.20 (check w/Travel before you use)



Student Travel:

The following documentation must be submitted to the Travel Office before travel reimbursements are made to faculty and/or staff/student travelers for student expenses:

- Travel Authorization Request (TAR) form for the faculty and/or staff/student traveler.
- List of students and respective Banner Assigned Number attached to Faculty and/or Staff/Student traveler's TAR who is claiming all expenses.
- Justification for the student travel included on TAR and Reimbursement Form.
- Agenda (if applicable).
- Student Advance Request (located on TAR) must be submitted to the Travel Office at least ten (10) working days prior to departure.

- If Expenses were shared, for example hotel charges, the reimbursement must be turned in to Travel together. Please contact the Travel Office for further explanation or instructions.
- If a group travels and requests reimbursements, the group travel must be turned in to Travel as a group. Please contact the Travel Office for further explanation or instructions.



### State Mileage Calculator (from City to City)

This calculator can be used to quickly find the “Map Mileage” to claim on a Travel Reimbursement.

The FDOT Official Highway Mileage Viewer can be found on website:  
<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>

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#### Florida Department of Transportation Official Highway Mileage

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From:  To:

Results:

The intercity distances indicated on this web page are provided by the Florida Department of Transportation, Transportation Statistics Office. An abbreviated version of this information is displayed on the Florida Official Transportation Map. This information is also available in spreadsheet form from the Department of Transportation. Mileages are determined via selected state, county, and city roads. Distances are computed along the shortest routing. The intercity distances indicated shall be used, when possible, for travel reimbursement purposes described in F.S. 112.061(7) (d) 2.

To find the exact mileage from your Official Headquarters (1 UNF Drive) to the Travel Destination you may use any of the following to print as back-up:

Google Map's: <http://maps.google.com/maps>  
Yahoo! Map's: <http://maps.yahoo.com/dd>  
MapQuest's: <http://www.mapquest.com/>

**University of North Florida**  
**Jacksonville Vicinity Mileage Chart**  
(For Frequently Traveled Destinations)

From UNF (one-way) to ...

City Hall – 13	Mainside Naval Air Station – 27
Duval County School Board – 15	Orange Park – 27
UNF Downtown Campus – 13	Regency Square – 10
FCCJ District Administration – 12	St. Vincent's Hospital – 16
FCCJ Downtown Campus – 12	Shands (University) Hospital – 16
FCCJ Kent Campus – 18	Baptist Hospital – 15
FCCJ North Campus – 25	Memorial Hospital – 10
FCCJ South Campus – 5	Jacksonville General Hospital – 12
Ft. Caroline Jr. High School – 15	Deerwood Center – 12
Jacksonville Beach – 15	Southpoint – 7
Jacksonville Airport – 29	Modis Building (Independent Life) – 14
Jacksonville University – 15	Sawgrass - 17
Mayport Naval Air Station – 20	



**Avis Rental Car Rates:**

Avis contract can be found at website:

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/state\\_contracts\\_agreements\\_and\\_price\\_lists/state\\_term\\_contracts/rental\\_vehicles](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/rental_vehicles)

September 20, 2006

**MEMORANDUM NO.:** (518-020-05-1) - 3

**TO:** User Agency

**FROM:** Director, State Purchasing

**SUBJECT:** Contract No: 518-020-05-1  
Title: Rental Vehicles

Effective November 1, 2006, contract pricing will change as follows:

<b>IN-STATE RENTALS</b>				
<b>Car Group</b>	<b>Daily</b>	<b>Hourly</b>	<b>Weekly</b>	<b>Monthly</b>
Subcompact (Class 1A/ECAR)	\$24.55	\$8.18	\$171.85	\$687.40
Compact (Class 2B/CDAR)	\$26.58	\$8.86	\$186.06	\$744.24
Mid Size/Intermediate (Class 3C/IDAR)	\$28.95	\$9.65	\$202.65	\$810.60
Full Size 4 door (Class 4E/FDAR)	\$32.62	\$10.87	\$228.34	\$913.36
Minivan (Class 5V/MVAN)	\$36.89	\$12.30	\$258.23	\$1,032.92
<b>OUT-OF-STATE RENTALS</b>				
<b>Car Group</b>	<b>Daily</b>	<b>Hourly</b>	<b>Weekly</b>	<b>Monthly</b>
Subcompact (Class 1A/ECAR)	\$32.73	\$10.91	\$229.11	\$916.44
Compact (Class 2B/CDAR)	\$34.62	\$11.54	\$242.34	\$969.36
Mid Size/Intermediate (Class 3C/IDAR)	\$37.09	\$12.36	\$259.63	\$1,038.52
Full Size 4 door (Class 4E/FDAR)	\$40.79	\$13.60	\$285.53	\$1,142.12
Minivan (Class 5V/MVAN)	\$45.13	\$15.04	\$315.91	\$1,263.64

If you have any questions regarding this contract, please contact the Contract Administrator, Barb Carter, at (850) 487-6592, Suncom 287-6592 or email at [barb.carter@dms.myflorida.com](mailto:barb.carter@dms.myflorida.com). Thank you.



Within a Country	Toll Free Number	International Number
<b>United States</b>		
Rates and Reservations	1-800-331-1212	1-800-331-1084
Customer Service	1-800-352-7900	
Avis.com Assistance	1-800-230-4898	



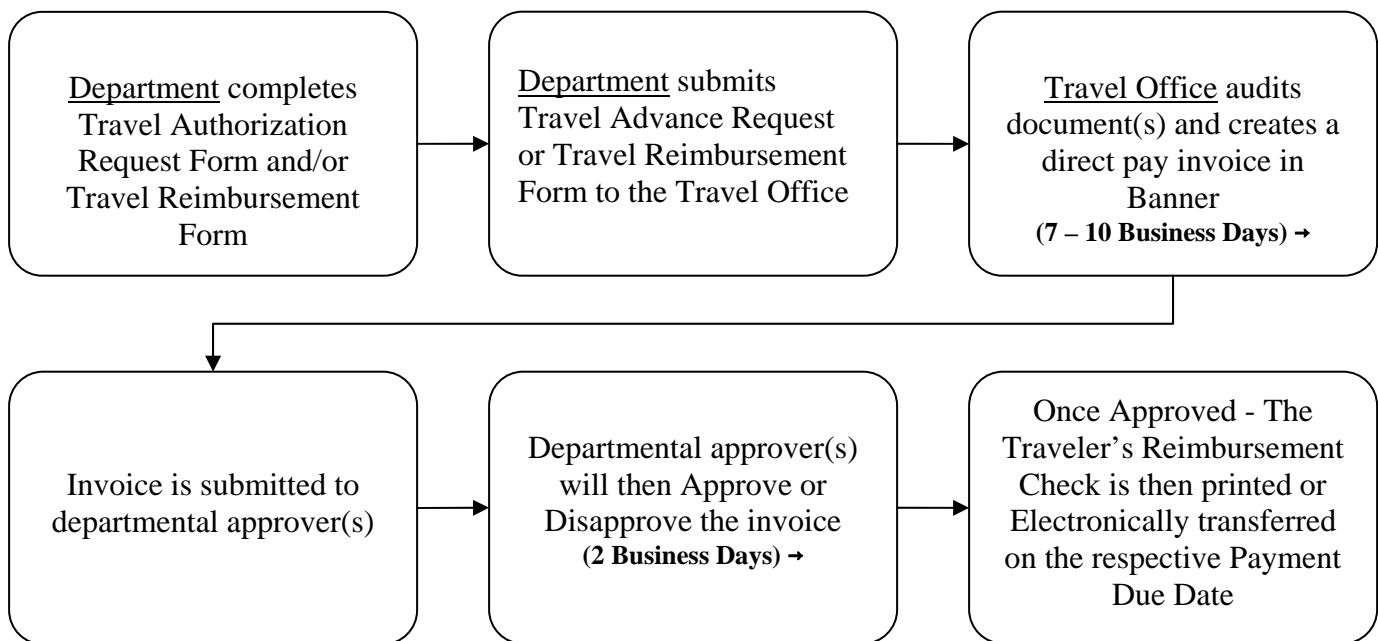
# Chapter Five

## The Invoice Process/Timeline



*Understanding the invoice process and the time it takes to move through all channels can be beneficial to the traveler or those arranging travel for others.*

The Invoice Process/Timeline:



The following gives a general synopsis and timeline of the Invoice Process.

1. The Department completes the required Travel Forms
  - a. TARs vary but are only required in the Travel Office before the beginning travel date
  - b. Advance Requests are urged to be in the Travel Office 10 – 15 days prior to travel date
  - c. Reimbursement completion and submission time will vary by department and budget
  - d. Advance Settlements included on a Reimbursement **MUST** be submitted within:
    - i. 5 Business Days if the Traveler is owed reimbursement
    - ii. 3 Business Days if the Traveler owes un-used funds back to the university
2. The Department submits the required Travel Forms to the Travel Office
  - a. The Department Time Stamps the forms into the Travel Office and notes that date
  - b. From the date the forms are turned into the Travel Office the forms are audited and process in 7 – 10 Business Days
3. The Banner submitted Invoice is then sent to the Departmental Approver(s) for approval or disapproval
  - a. The completed invoice is scheduled to print in 2 Business Days
  - b. Once the invoice is Approved the Check or EFT will commence in 2 Business Days
    - i. If Approved after the 2 Business Day period the check or EFT will commence in the next check run after approval takes place
  - c. If Disapproved, until the invoice's issues have been corrected, the invoice will sit in the system until it is completed and approved in order to create a check or EFT in the 2 day period.

DATE: \_\_\_\_\_

TAR NUMBER \_\_\_\_\_

## UNIVERSITY OF NORTH FLORIDA TRAVEL AUTHORIZATION REQUEST

Name of Traveler	**Banner Vendor Number (required)	Banner Index Number	Contact Person
Department Name (Funding Travel)	Official Headquarters	Ext. to Call	
Destination	Dates & Hours of Departure:	Return:	
Others going to the same destination. If three or more travelers are attending, please provide a justification:			
Purpose of Trip: _____ If purpose is for attendance at a Conference, Convention, Workshop, Annual Meeting, explain benefit to State: _____			

**\*\*If the traveler is from a foreign country, please provide the following information to the Controller's Office prior to authorizing travel:**

**1. Copy of visa, 2. Foreign National Information Form. Certain visas do not qualify for Travel Reimbursement or allow for honorariums to be paid to foreign travelers.**

A. ESTIMATED COSTS	B. REQUEST FOR ADVANCE	C. SIGNATURE APPROVAL																		
<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Per Diem or Actual Lodging</td> <td style="width: 20%; text-align: right;">\$ _____</td> </tr> <tr> <td>Meals</td> <td>_____</td> </tr> <tr> <td>Mileage (Private Vehicle)</td> <td>_____</td> </tr> <tr> <td>Incidental Expenses (tolls, cabs, parking)</td> <td>_____</td> </tr> <tr> <td><b>*Sub Total:</b></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ _____</td> </tr> <tr> <td>Registration Fee</td> <td>_____</td> </tr> <tr> <td>Common Carrier (Air fare)</td> <td>_____</td> </tr> <tr> <td>Rental Car Expense</td> <td>_____</td> </tr> <tr> <td><b>Total Estimated Costs:</b></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ _____</td> </tr> </table>	Per Diem or Actual Lodging	\$ _____	Meals	_____	Mileage (Private Vehicle)	_____	Incidental Expenses (tolls, cabs, parking)	_____	<b>*Sub Total:</b>	\$ _____	Registration Fee	_____	Common Carrier (Air fare)	_____	Rental Car Expense	_____	<b>Total Estimated Costs:</b>	\$ _____	<p><b>Advance Affirmation</b></p> <p>I hereby certify that the above estimated expenses are anticipated to be incurred by me as necessary traveling expenses in the performance of my official duties; attendance at the conference, convention, or etc. directly relates to the official duties of the agency; any meals or lodging included in the registration fee have been deducted from this travel advance request. If the travel advance exceeds actual travel expense incurred, I will refund to the State of Florida the remaining unexpended funds within five (5) workdays after completion of the travel period.</p> <p><i>You must fill in advance amount and initial to initiate advance payment.</i></p>	<p>Traveler's Signature: _____</p> <p style="text-align: right;">/</p> <p style="text-align: right;">Date</p> <p>Pursuant to Section 112.061 (3) (a) Florida Statutes, I hereby certify or affirm that this travel is on official business of the State of Florida and will be performed for the purpose(s) stated.</p>
Per Diem or Actual Lodging	\$ _____																			
Meals	_____																			
Mileage (Private Vehicle)	_____																			
Incidental Expenses (tolls, cabs, parking)	_____																			
<b>*Sub Total:</b>	\$ _____																			
Registration Fee	_____																			
Common Carrier (Air fare)	_____																			
Rental Car Expense	_____																			
<b>Total Estimated Costs:</b>	\$ _____																			
	<p><b>Travel Advance Requested</b></p> <p><b>*(80% of Sub Total)</b></p> <p>Advance Amount \$ _____</p>	<p>Supervisor/Department Head Signature _____</p> <p style="text-align: right;">/</p> <p style="text-align: right;">Date</p>																		
	<p><b>*Traveler's Initials _____*</b></p>	<p>President's Signature _____</p> <p style="text-align: right;">/</p> <p style="text-align: right;">Date</p>																		
<p><i>Direct all travel questions to the Travel Office at 620-2950</i></p>		<p><i>(Required for Foreign Travel, including Hawaii, Alaska, &amp; Puerto Rico)</i></p>																		

## Faculty Travel Form

This form must accompany all Travel Authorization Requests (TARs) by UNF faculty for both international and domestic travel. All travel requests with accompanying documentation must be submitted at least three weeks prior to the travel departure. Domestic TARS should be submitted directly to Academic Affairs after review and signatures of Chairs and Deans. International TARS should be submitted to the International Center after review and signatures of Chairs and Deans.

**Traveler's Name:**

**Department/College/Unit:**

**Destination:**

**Benefit to the traveler, university, and state:**

**How all travel will be paid (account number if possible):**

**How many class meetings will be missed during the travel period:**

**How will missed class meetings be covered (if applicable):**

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### Department Approval:

\_\_\_\_\_

**Department Chair (or Immediate Supervisor)**

\_\_\_\_\_

**Date**

### College Approval:

\_\_\_\_\_

**College Dean**

\_\_\_\_\_

**Date**

Form Location:  
[http://www.unf.edu/acadaffairs/Fac\\_Trav\\_Form\\_ver200611.doc](http://www.unf.edu/acadaffairs/Fac_Trav_Form_ver200611.doc)

# International Travel Form

For UNF Faculty and Staff

Please read the items below, sign and date to acknowledge your understanding of each item, and submit to the International Center (IC) along with your international TAR. The purpose of this form is to ensure that all UNF faculty and staff who travel internationally are informed of relevant concerns of such travel insofar as this travel is different from domestic travel.

- I understand the need for a valid passport and have checked whether or not I need a visa to enter my destination country(ies).
- I understand the potential safety/security risks involved in international travel and have checked for a U.S. Department of State Travel Warning on my destination country(ies).  
(web link available at IC website: [http://www.unf.edu/dept/intlctr/UNF\\_Faculty.htm](http://www.unf.edu/dept/intlctr/UNF_Faculty.htm))
- I am aware of the information on health and safety from the U.S. Centers for Disease Control (CDC) and have determined (with my personal physician as needed) any immunizations I need or other health concerns regarding my destination country(ies).  
(web link available at IC website: [http://www.unf.edu/dept/intlctr/UNF\\_Faculty.htm](http://www.unf.edu/dept/intlctr/UNF_Faculty.htm))
- I have reviewed my current medical/health insurance policy as it applies to overseas coverage and either will obtain specific insurance for overseas use or have decided I do not need to do so.
- I am aware of the availability of emergency assistance insurance for medical evacuation and repatriation of remains and the potentially high costs of these services if needed.
- If I need any further information on health or safety issues for my destination country(ies), I will contact the UNF International Center for guidance and assistance.

**NOTE:** This form must accompany all Travel Authorization Requests (TARs) for international travel. All international travel requests with accompanying documentation must be submitted to the UNF-IC at least three weeks prior to the travel departure date for review and forwarding to the President (or his designee) for approval.

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**Traveler's Name:** \_\_\_\_\_

**Traveler's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department/College/Unit:** \_\_\_\_\_

**Destination(s):** \_\_\_\_\_

**UNF-IC Review:**

\_\_\_\_\_  
**Director, UNF-IC**

\_\_\_\_\_  
**Date**

Form Location:  
[http://www.unf.edu/acadaffairs/Intl\\_Trav\\_Form\\_ver200704.doc](http://www.unf.edu/acadaffairs/Intl_Trav_Form_ver200704.doc)

## University of North Florida Travel Estimated Cost Breakdown

Item	Days	Total for Traveler/Faculty	# of students	Total for Students
Hotel				
\$	x	\$		\$
Hotel				
\$	x	\$		\$
Hotel				
\$	x	\$		\$
Meals				
\$	x	\$		\$
Meals				
\$	x	\$		\$
Incidentals				
\$	x	\$		\$
addtl:	x	\$		\$
addtl:	x	\$		\$
addtl:	x	\$		\$
<b>Total Estimated Cost</b>		<b>\$</b>	<b>Total Estimated Cost</b>	<b>\$</b>
<b>ADVANCE AMOUNT</b>		<b>\$</b>	<b>ADVANCE AMOUNT</b>	<b>\$</b>
80% of Total		<u>                    </u>	100% Total Estimated	<u>                    </u>
Estimated Cost			Cost for Students	

Form Location:  
[http://www.unf.edu/dept/controller/travel/travel\\_est\\_breakdown.xls](http://www.unf.edu/dept/controller/travel/travel_est_breakdown.xls)









Thank you

