University Travel
Office of the Controller/Office of Travel
University Travel

Office of the Controller/Office of Travel

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University of North Florida
Center for Professional Development & Training
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http://www.unf.edu/dept/cpdt

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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Preface

The University of North Florida is the first institution of higher education to use the new online Banner Travel and Expense Management system (BTEM). The new BTEM system allows travelers to create their own travel authorizations and expense reports, and approvers to review and approve travel documents. UNF’s use of the BTEM system and our input to SunGard, the developers of Banner, establishes the manner in which this system is upgraded for all SunGard clients. While making the transition to the new online system, the university has chosen to continue to use the paper format with stipulations listed below:

- All employees are to use the online system for travel approvals and reimbursements.
- Depending on the access given, students will process travel either by paper or the online format.
- Non-Employees (i.e. vendors and job applicants) may be processed by paper or the online format.

This manual, University Travel, addresses the rules and regulations that guide the commencement and reimbursement of domestic and international travel for an approved UNF traveler. With the new online system, the processes for submitting authorizations and reimbursements have changed. Directions that pertain to informational sections of the online system will be prefaced by “Using BTEM.”

In addition to this manual, users of the online system should refer to the Delegate Guide and/or Traveler and Approver Guide, for instructions on the use of the BTEM system. These manuals include directions for data entry of Travel Authorizations (TAs), Travel Reimbursements (TRs), and setup of the BTEM system.
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 Presidential Designee 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 (INB).
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 each funding authority to 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 HEADQUARTERS**: 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. **Using BTEM**: The “Comments” Sub-Tab is where the clarification of multiple travelers should be documented.

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. **Using BTEM**: The title of the organization/entity hosting the official business visit must be spelled out. Acronyms for names are not to be used.

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. **Using BTEM**: The “Comments” Sub-Tab is where the Benefit to the State statement will be documented.

   a. **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.

14. **University-Owed Equipment**: UNF Export Controls require that the intent to transport any university-owned equipment/materials be documented in the travel approval process. The TAR paper format or the TA online format.
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.

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.

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### MEAL ALLOWANCES

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Leave Before: 6:00 am</th>
<th>Return After: 8:00 am</th>
<th>Amount: $6.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch:</td>
<td>12:00 Noon</td>
<td>2:00 pm</td>
<td>$11.00</td>
</tr>
<tr>
<td>Dinner:</td>
<td>6:00 pm</td>
<td>8:00 pm</td>
<td>$19.00</td>
</tr>
<tr>
<td><strong>Total Allowable per Day:</strong></td>
<td></td>
<td></td>
<td><strong>$36.00</strong></td>
</tr>
</tbody>
</table>

### PER DIEM EXPENSES

<table>
<thead>
<tr>
<th>Leave at or After: 12:00 Midnight</th>
<th>Return at or Before: 6:00 am</th>
<th>Amount: $20.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm</td>
<td>12:00 Noon</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Total Allowable per Day:</strong></td>
<td></td>
<td><strong>$80.00</strong></td>
</tr>
</tbody>
</table>

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- **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.
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.

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**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.

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**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. Only Employees on foreign travel and Students (100%) are eligible for an advance.

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:

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. **Note**: If the traveler is a ‘Student’ or ‘Non-employee’ please include that title under their signature.

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

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. **NOTE: Travel starts when the traveler leaves their home. Travel ends when the traveler returns to their home.**
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

<table>
<thead>
<tr>
<th>Leave Before</th>
<th>Return After</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast:</td>
<td>6:00am</td>
<td>8:00am</td>
</tr>
<tr>
<td>Lunch:</td>
<td>12:00 Noon</td>
<td>2:00pm</td>
</tr>
<tr>
<td>Dinner:</td>
<td>6:00pm</td>
<td>8:00pm</td>
</tr>
</tbody>
</table>

Total Allowable per Day: $36.00

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

<table>
<thead>
<tr>
<th>Leave at or After</th>
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</tr>
</thead>
<tbody>
<tr>
<td>12:00 Midnight</td>
<td>6:00am</td>
<td>$20.00</td>
</tr>
<tr>
<td>6:00am</td>
<td>12:00 Noon</td>
<td>$20.00</td>
</tr>
<tr>
<td>12:00 Noon</td>
<td>6:00pm</td>
<td>$20.00</td>
</tr>
<tr>
<td>6:00pm</td>
<td>12:00 Midnight</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Total Allowable per Day: $80.00
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 at a single occupancy rate, 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. MAP 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.

15. 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.google.com/ or 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 State of 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 is 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 and do not use acronyms for the official name.
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 Avis Rent a Car or Enterprise 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.
All travel arrangements and reservations, including airline tickets, car rental and hotels, are the responsibility of the traveler.

Due to the possibility of travel cancellations the university prefers that Non-Employees on official business pay for all of their expenses and be reimbursed upon completion of travel. However, a department may use funds to pay for travel if confident of the traveler’s attendance.

Air Carrier (Travel Arrangements):

- The State of Florida travel statute requires that the most ‘efficient’ and ‘economical’ means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required) be purchased.

- Travelers may use any means to book airline reservation such as online services or local Travel agencies. However, you will be required to follow the policies on changes and cancellations issued by the chosen service or agency.

- 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.

- Travelers may continue to call BCD Travel (formerly 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. The travel agency will not accept ticket orders charging the university’s Travel PCard.

Helpful Info

<table>
<thead>
<tr>
<th>BCD Travel (formerly known as WorldTravel)</th>
<th>904-470-1300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Free Service</td>
<td>800-458-6958</td>
</tr>
</tbody>
</table>
Air Carrier (Reservations):

- 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 due to personal reasons of the traveler(s) are the responsibility of the Traveler(s).

- 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 comments section of the Travel Reimbursement Voucher, or an additional letter, or in the “Comments” Sub-Tab is using BTEM 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 or TA must be completed and the unused ticket must be referenced on the TAR or TA).

- Personal airline tickets must be charged to personal credit card.

- Travel associated with UNF, where the another organization is 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):

The University of North Florida has two state contract agencies for rental cars. Avis Rent A Car System, LLC for U.S. and Foreign locations and Enterprise Rent-A-Car© for State of Florida only locations.

- Travelers may call Avis directly, an authorized Avis agency or use the official Avis website for reservations.

- There are several locations:
  1. Atlantic Blvd (904) 641-1163
  2. Baymeadows (904) 733-5850
  3. Jacksonville International Airport (904) 741-2327
  4. Orange Park (904) 269-8897

**Important Info: Avis**

Nationwide Reservations 800-331-1212

http://www.avis.com

AWD number for UNF is B133416

- The Enterprise Rent-A-Car contract only allows for In-State rentals. You may travel outside or within the state of Florida but the contract may only be initiated in Florida.

- Travelers may use the official UNF Enterprise website for reservations or contact an authorized Enterprise dealership.

**Important Info: Enterprise**

Enterprise Reservations 800-736-8222

UNF Customer Number #N43240 UNF Pin Number #UNI

UNF Online Reservations Link

Rental Car (Reservations):

- A university issued Purchasing Card may be used to pay for an AVIS or Enterprise rental. It is the responsibility of the Traveler and their funding department to ensure that the rental only consists of appropriate business charges and any personal expenses are reimbursed to UNF by the Traveler.

- Travelers must have a TAR on file in the UNF Travel Office or an Approved online TA before securing a rental car for official business. Blanket TARs/TAs may not be used for rental cars.

- When reserving a vehicle, the traveler will receive a confirmation number that will need to be provided to the UNF Travel Office only if the traveler is in need of a rental car voucher. 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.

- Only Avis Rent-A-Car and Enterprise (local only) may be used for car rentals unless a vehicle unavailable. In the event Avis or Enterprise 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 (3 or more 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 and Enterprise rentals. Travelers may turn in gas receipts paid personally for compensation on their Travel Reimbursement Voucher or online TR.

- You will be required to have a valid driver’s license and will be asked questions regarding your driving record. For official University business, you may not accept either the CDW or LDW insurance provisions on the lease agreement when renting from Avis or Enterprise. Insurances are covered in our State of Florida contract.
• Travelers must accept the insurance coverage if renting from another rental car company and must provide a justification for not using Avis.

• **Personal Renting:** If you are renting a car for personal reasons, you may use the State rate, but will be required to purchase insurance or provide proof of insurance. Taxes will be charged to the rental and please have your UNF issued identification for presentation to the rental agent if asked.

**Hotel or Lodging Arrangements:**

• The traveler or department must obtain hotel reservations or lodging for the University approved travel at a **Single-Occupancy** rate.

• If there are multiple persons in the room:
  
  o Additional Approved Business Traveler(s): Each traveler will comment on their voucher (or Comments section) the names of the other authorized travelers.
  
  o Additional Personal Traveler(s): The Approved Business Traveler will submit documentation of the Single-Occupancy rate and be expected to only be reimbursed that rate.

• 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 placed on the (PCard) during the stay you must submit a separate check along with your reimbursement to settle those charges.
This chapter will discuss important information that will assist the traveler and those processing travel related paperwork for International travel. International (foreign) travel, as defined by the U.S. General Services Administration (GSA) is defined as “Non-Contiguous United States. The Contiguous US are the 48 US states including the District of Columbia, which excludes Alaska, Hawaii, and all US territories.

**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 unless approved by the President by order of the President.

- Rates for foreign travel shall not begin until the date and time of arrival in the foreign country (when the plane lands on foreign soil) from the United States and shall terminate on the date and time of departure from the foreign country (when the plane leaves foreign soil) to the United States.

- 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 foreign lodging and clarification of the currency used.

- Rates for foreign travel shall not be claimed for any quarter in which domestic meal allowances or per diem is claimed or expense rate is changed and justified by funding source.

- Amounts for reimbursement must be entered in U.S. dollars. If a foreign currency is supplied then a currency conversion must by supplied as well.

🔗 Travel Website for Foreign Exchange Rate: [http://www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)
🔗 Travel Website for Foreign Per Diem Rates: [http://www.state.gov/travel/](http://www.state.gov/travel/)
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 and attach the incidental receipt to each page conversion.

Foreign Per Diem Rates are US dollar amounts on the State.gov website. Go to www.state.gov/travel/ and under the Travel tab select ‘Foreign Per Diem Rates’ and bookmark or save this link. Click on Foreign Per Diem Rates by Location and select your country and click the ‘Go’ button.

The current month of rates are given, however, you can change to the dates in which the country was visited and click the ‘Go’ button. Use the “Printer Friendly” selection to print the rates for backup to the travel. On the page document the Breakfast, Lunch, and Dinner amounts that are to be reimbursed to the traveler.

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

<table>
<thead>
<tr>
<th>LOCALITY</th>
<th>MAXIMUM LODGING AMOUNT (A)</th>
<th>M&amp;IE RATE (B)</th>
<th>MAXIMUM PER DIEM RATE (C)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buenos Aires</td>
<td>164</td>
<td>56</td>
<td>220</td>
<td>2-1-06</td>
</tr>
<tr>
<td>Other</td>
<td>128</td>
<td>40</td>
<td>168</td>
<td>2-1-06</td>
</tr>
</tbody>
</table>

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.
➢ 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.

➢ TLO or Study Abroad Travel
  o Attach a list of the Students Names and their respective Banner Assigned Numbers to the TAR of the Faculty and/or Staff traveler who will be claiming all expenses.
  o **Using BTEM:** Use the “Comments” Sub-Tab for the above information or attach a supplemental page with this information.

➢ 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 the Travel Office as a group. Please contact the Travel Office for further explanation or instructions.
Helpful Hints

- Any type of personal expenses made by the traveler should be paid by the traveler’s personal means.

- Questionable expense should be submitted with a justification to assist with auditing or contact help with travel expenses prior to submittal.

- Use only clear tape to affix a receipt to a page for submittal and scanning. Be careful not to tape through print due tape can fade printed receipt.

- All travel expenses requested to be reimbursed must be accompanied by a receipt. A receipt states the names of the vendor, itemizes a purchase, states the total for the good(s), and states the method of payment.

- If a receipt is lost contact the vendor for a replacement or submit copy of credit card statement or check and a quote of the good(s) received.

State Mileage Calculator (from City to City)

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

Florida Department of Transportation
Official Highway Mileage

From: Alachua To: Alachua

Results: Select a From and To City, then press Get Mileage.

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.
Map Mileage Websites

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/rd
MapQuest’s:  http://www.mapquest.com/

http://www.avis.com/

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

UNF AWD #B133416  Reference: AVIS State of Florida Desk
Contract Number: 518-020-10-1 Effective Dates: 09/30/2009 through 09/29/2014
Avis Rental Car Rates:
The Avis contract can be found at website:


REVISED as of November 1, 2011

<table>
<thead>
<tr>
<th>Car Group</th>
<th>Daily</th>
<th>Hourly</th>
<th>Weekly*</th>
<th>Monthly**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcompact (EDAR)</td>
<td>$21.25</td>
<td>$4.25</td>
<td>$127.50</td>
<td>$552.50</td>
</tr>
<tr>
<td>Compact (CCAR) (STATE RECOMMENDED CLASS)</td>
<td>$26.50</td>
<td>$8.83</td>
<td>$185.50</td>
<td>$689.00</td>
</tr>
<tr>
<td>Mid Size/Intermediate (ICAR)</td>
<td>$27.50</td>
<td>$9.16</td>
<td>$192.50</td>
<td>$715.00</td>
</tr>
<tr>
<td>Full Size 4 door (SCAR/FCAR)</td>
<td>$30.50</td>
<td>$7.62</td>
<td>$195.50</td>
<td>$793.00</td>
</tr>
<tr>
<td>Minivan (MVAR)</td>
<td>$36.75</td>
<td>$12.25</td>
<td>$257.25</td>
<td>$955.50</td>
</tr>
<tr>
<td>12 Passenger Van (SKAR)</td>
<td>$46.00</td>
<td>$15.33</td>
<td>$276.00</td>
<td>$1,012.00</td>
</tr>
<tr>
<td>Standard SUV (SFAR)</td>
<td>$31.50</td>
<td>$7.87</td>
<td>$189.00</td>
<td>$693.00</td>
</tr>
<tr>
<td>Standard SUV (SFAR) ***Exec Order</td>
<td>$20.25</td>
<td>$4.05</td>
<td>$121.50</td>
<td>$445.50</td>
</tr>
</tbody>
</table>

The minimum rental charge is one day. *Weekly Rates are for rentals of 7 days in length. **Monthly Rates are for rentals of 28 days in length, after 28 days each rental agreement must be "closed" (the customer must return to Avis) and a new agreement written for the next rental period. In-State rentals include 200 miles per day and excess mileage will be charged at $0.07 per mile, with the exception of personal One-Way rentals; Avis’ standard one-way rates will apply. “In-State” rental rates apply to rentals that are picked-up and returned within the state of Florida.

<table>
<thead>
<tr>
<th>Car Group</th>
<th>Daily</th>
<th>Additional Hours</th>
<th>Weekly*</th>
<th>Monthly**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcompact (ECAR)</td>
<td>$24.50</td>
<td>$4.90</td>
<td>$147.00</td>
<td>$539.00</td>
</tr>
<tr>
<td>Compact (Class CCAR) (STATE RECOMMENDED CLASS)</td>
<td>$30.50</td>
<td>$6.10</td>
<td>$213.50</td>
<td>$671.00</td>
</tr>
<tr>
<td>Mid Size/Intermediate (ICAR)</td>
<td>$33.50</td>
<td>$6.70</td>
<td>$234.50</td>
<td>$737.00</td>
</tr>
<tr>
<td>Full Size 4 door (SCAR/FCAR)</td>
<td>$37.75</td>
<td>$7.55</td>
<td>$240.00</td>
<td>$830.50</td>
</tr>
<tr>
<td>Minivan (Class /MVAR)</td>
<td>$44.00</td>
<td>$8.80</td>
<td>$286.00</td>
<td>$968.00</td>
</tr>
<tr>
<td>12 Passenger Van (SKAR)</td>
<td>$46.00</td>
<td>$9.20</td>
<td>$276.00</td>
<td>$1,012.00</td>
</tr>
<tr>
<td>Standard SUV (SFAR)</td>
<td>$38.75</td>
<td>$7.75</td>
<td>$232.50</td>
<td>$852.50</td>
</tr>
<tr>
<td>Standard SUV (SFAR) ***Exec Order</td>
<td>$20.25</td>
<td>$4.05</td>
<td>$121.50</td>
<td>$445.50</td>
</tr>
</tbody>
</table>
The minimum rental charge is one day. *Weekly Rates are for rentals of 7 days in length. **Monthly Rates for rentals of 28 days in length, after 28 days each rental agreement must be "closed" (the customer must return to Avis) and a new agreement written for the next rental period. Out-of-State rentals include 200 miles per day and excess mileage will be charged at $0.07 per mile, with the exception of personal One-Way rentals; Avis’ standard one-way rates will apply to personal rentals.

ADDITIONAL FEES:

The special city surcharges listed are added to the out-of-state daily rental rates for the cities listed. The surcharges are added to the day rate for each day of rental**.

<table>
<thead>
<tr>
<th>Added Daily Surcharge Cities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 4.00</td>
</tr>
<tr>
<td>Dallas, TX</td>
</tr>
<tr>
<td>Minneapolis/St. Paul, MN</td>
</tr>
<tr>
<td>St. Louis, MO</td>
</tr>
<tr>
<td>Detroit, MI</td>
</tr>
<tr>
<td>Seattle, WA</td>
</tr>
<tr>
<td>Kansas City, MO</td>
</tr>
<tr>
<td>New Orleans, LA</td>
</tr>
<tr>
<td>Atlanta, GA</td>
</tr>
<tr>
<td>Cleveland, OH</td>
</tr>
<tr>
<td>San Francisco/Oakland/San Jose/Los Angeles, CA</td>
</tr>
<tr>
<td>$ 6.00</td>
</tr>
<tr>
<td>Boston, MA</td>
</tr>
<tr>
<td>Baltimore, MD</td>
</tr>
<tr>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Chicago, IL</td>
</tr>
<tr>
<td>Hartford, CT</td>
</tr>
<tr>
<td>Phoenix, AZ</td>
</tr>
<tr>
<td>Philadelphia, PA</td>
</tr>
<tr>
<td>Denver, CO</td>
</tr>
<tr>
<td>$12.00</td>
</tr>
<tr>
<td>Manhattan</td>
</tr>
<tr>
<td>New York Airports</td>
</tr>
<tr>
<td>Newark, NJ</td>
</tr>
<tr>
<td>New York Metro Area</td>
</tr>
</tbody>
</table>

**HOLIDAY PERIODS VARY - CALL AVIS REPRESENTATIVE FOR DETAILS FOR EACH HOLIDAY.

To view the Avis Complete Summary:
http://www.dms.myflorida.com/index.php/content/download/82262/472026/version/1/file/Avis_Contract

If you have any questions regarding this contract, please contact the Contract Administrator, Shameka Smith, at (850)414-6740, or email at shameka.smith@dms.myflorida.com. Thank you.
# UNIVERSITY OF NORTH FLORIDA
## CORPORATE CAR RATE

<table>
<thead>
<tr>
<th>Category</th>
<th>Pictures</th>
<th>Make and Models</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy / Subcompact</td>
<td><img src="#" alt="Picture" /></td>
<td>Chevy Aveo or similar</td>
<td>$26.00</td>
<td>$154.00</td>
<td>$635.00</td>
</tr>
<tr>
<td>Compact</td>
<td><img src="#" alt="Picture" /></td>
<td>Nissan Versa, Toyota Yaris or similar</td>
<td>$28.00</td>
<td>$175.00</td>
<td>$680.00</td>
</tr>
<tr>
<td>Intermediate</td>
<td><img src="#" alt="Picture" /></td>
<td>Pontiac G5, Nissan Sentra, Toyota Corolla or similar</td>
<td>$29.00</td>
<td>$180.00</td>
<td>$760.00</td>
</tr>
<tr>
<td>Standard</td>
<td><img src="#" alt="Picture" /></td>
<td>Chevy Malibu, Ford Fusion or similar</td>
<td>$30.00</td>
<td>$185.00</td>
<td>$790.00</td>
</tr>
<tr>
<td>Full Size</td>
<td><img src="#" alt="Picture" /></td>
<td>Chevy Impala, Nissan Altima, Dodge Charger or similar</td>
<td>$33.00</td>
<td>$190.00</td>
<td>$850.00</td>
</tr>
<tr>
<td>Premium</td>
<td><img src="#" alt="Picture" /></td>
<td>Nissan Maxima, Toyota Avalon or similar</td>
<td>$56.00</td>
<td>$336.00</td>
<td>$995.00</td>
</tr>
<tr>
<td>Luxury</td>
<td><img src="#" alt="Picture" /></td>
<td>Cadillac DTS, Lincoln Towncar or similar</td>
<td>$72.00</td>
<td>$400.00</td>
<td>$1200.00</td>
</tr>
</tbody>
</table>

To make a reservation at any of our locations, our toll free number is:
1-800-736-8222
UNF Corporate Customer ID Number #N43240
UNF Pin Number #UNI

To make reservation by UNF website, use link:
# UNIVERSITY OF NORTH FLORIDA
## CORPORATE LARGE VEHICLE RATE

<table>
<thead>
<tr>
<th>Category</th>
<th>Pictures</th>
<th>Make and Models</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Sport Utility (medium)</td>
<td><img src="image1.png" alt="Picture" /></td>
<td>Chevy Trailblazer, Jeep Grand Cherokee, or similar</td>
<td>$65.00</td>
<td>$390.00</td>
<td>$1300.00</td>
</tr>
<tr>
<td>Sport Utility (large)</td>
<td><img src="image2.png" alt="Picture" /></td>
<td>GMC Yukon, Chevy Tahoe, Ford Expedition, or similar</td>
<td>$85.00</td>
<td>$450.00</td>
<td>$1600.00</td>
</tr>
<tr>
<td>Pick Up (large)</td>
<td><img src="image3.png" alt="Picture" /></td>
<td>Chevy Silverado, Ford F150, or similar</td>
<td>$60.00</td>
<td>$346.00</td>
<td>$1050.00</td>
</tr>
<tr>
<td>Cargo Van</td>
<td><img src="image4.png" alt="Picture" /></td>
<td>GM Express, Ford Econoline or similar</td>
<td>$47.00</td>
<td>$246.00</td>
<td>$990.00</td>
</tr>
<tr>
<td>*Hybrid</td>
<td><img src="image5.png" alt="Picture" /></td>
<td>Toyota Prius, Toyota Camry</td>
<td>$38.00</td>
<td>$215.00</td>
<td>$924.00</td>
</tr>
<tr>
<td>**15 Passenger Van</td>
<td><img src="image6.png" alt="Picture" /></td>
<td>Chevrolet Express, Ford Econoline or similar</td>
<td>$99.00</td>
<td>$594.00</td>
<td>$1980.00</td>
</tr>
</tbody>
</table>

Rates Include Collision Damage Waiver ($1-Total Loss) and Supplemental Liability Protection (Split Limits $100/$300/$50) for Business use only. Rates include unlimited mileage within the State of Florida and neighboring states. The lone exception is on all monthly rentals there is a cap of 2500 free miles per:

* Hybrid vehicles are subject to the availability at the renting branch and are not available at all locations. **15 passenger vans are subject to availability at the renting branch and are not available in all states. Additional miles are charged at $.20 per mile. Rates valid within the State of Florida only.
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:

1. Department completes Travel Authorization Request Form and/or Travel Reimbursement Form
2. Department submits Travel Advance Request or Travel Reimbursement Form to the Travel Office
3. Travel Office audits document(s) and creates a direct pay invoice in Banner (7 – 10 Business Days)
4. Invoice is submitted to departmental approver(s)
5. Departmental approver(s) will then Approve or Disapprove the invoice (2 Business Days)
6. Once Approved - The Traveler’s Reimbursement Check is then printed or Electronically transferred on the respective Payment Due Date
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.
**UNIVERSITY OF NORTH FLORIDA**

**TRAVEL AUTHORIZATION REQUEST**

<table>
<thead>
<tr>
<th>Name of Traveler</th>
<th><strong>Banner Vendor Number (required)</strong></th>
<th>Banner Index Number</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Name (Funding Travel)</th>
<th>Official Headquarters</th>
<th>Ext. to Call</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th>Dates &amp; Hours of Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Others going to the same destination. If three or more travelers are attending, please provide a justification:
________________________________________________________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Purpose of Trip</th>
<th>If purpose is for attendance at a Conference, Convention, Workshop, Annual Meeting, explain benefit to State:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem or Actual Lodging</td>
<td>$</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Mileage (Private Vehicle)</td>
<td></td>
</tr>
<tr>
<td>Incidental Expenses</td>
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<td>(tolls, cabs, parking)</td>
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<td><strong>Sub Total:</strong></td>
<td>$</td>
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<tr>
<td>Registration Fee</td>
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<tr>
<td>Common Carrier (Air fare)</td>
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<tr>
<td>Rental Car Expense</td>
<td></td>
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<tr>
<td><strong>Total Estimated Costs:</strong></td>
<td>$</td>
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</table>

### B. REQUEST FOR ADVANCE

**Advance Affirmation**

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.

*You must fill in advance amount and initial to initiate advance payment.*

### C. SIGNATURE APPROVAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Traveler's</td>
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<tr>
<td>Supervisor/Department Head Signature</td>
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<tr>
<td>President's</td>
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</table>

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.

Direct all travel questions to the Travel Office at 620-2950

White & Yellow Copies - Travel Office (Controller's Department)

Pink Copy - Department Copy

Rev. 3/05
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):

**Department Approval:**

Department Chair (or Immediate Supervisor) __________________________ Date __________

**College Approval:**

College Dean __________________________ Date __________
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)

- 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)

- 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.

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

CPDT & Office of the Controller/Office of Travel 31 January 24, 2012
### University of North Florida
#### Travel Estimated Cost Breakdown

<table>
<thead>
<tr>
<th>Item</th>
<th>Days</th>
<th>Total for Traveler/Faculty</th>
<th># of students</th>
<th>Total for Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hotel</strong></td>
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<tr>
<td><strong>Meals</strong></td>
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<td><strong>Incidentals</strong></td>
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<tr>
<td><strong>Total Estimated Cost</strong></td>
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</tbody>
</table>

**ADVANCE AMOUNT**

- 80% of Total Estimated Cost
- 100% Total Estimated 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)
STATE OF FLORIDA
TRAVELER HEADQUARTER:
VOUCHER FOR REIMBURSEMENT BANNER VENDOR NO#
OF TRAVEL EXPENSES
RESIDENCE (CITY)
FOR THE UNIVERSITY OF NORTH FLORIDA
OFFICER / EMPLOYEE
NON-EMPLOYEE / IND. CONTRACTOR
BANNER INDEX #
TAR #

<table>
<thead>
<tr>
<th>Date</th>
<th>Travel Performed</th>
<th>Purpose or Reason</th>
<th>Hour of Departure</th>
<th>Mileage</th>
<th>Mileage</th>
<th>Vicinity</th>
<th>Other Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From Point of Origin</td>
<td>(Name of Conference)</td>
<td>And Hour of Return</td>
<td>A &amp; B Travel</td>
<td>Lodging Expenses</td>
<td>Claimed</td>
<td>Amount</td>
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<td>To Destination</td>
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Statement of Benefits to the State: (Conference or Convention)

<table>
<thead>
<tr>
<th>Column</th>
<th>Total</th>
<th>Column</th>
<th>Total</th>
<th>Column</th>
<th>Total</th>
<th>SUMMARY TOTAL</th>
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Comments:

Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose(s) stated above.

I hereby certify or affirm that the above expenses were actually incurred by me as necessary travel expenses in the performance of my official duties of the agency, any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

SUPERVISOR'S SIGNATURE

DATE APPROVED:

FOR AGENCY USE:

CPDT &
Office of the Controller/Office of Travel

January 24, 2012
GENERAL INSTRUCTIONS

Class A travel – Continuous travel of 24 hours or more away from official headquarters.

Class B travel – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel – Travel for short or day trips where the traveler is not away from the official headquarters overnight.

NOTE: No allowances shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler’s regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.

Per diem shall be computed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6- hour cycles, beginning at midnight; less than 24-hour travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance column should not be used.

Claims for actual lodging at the single occupancy rate plus meal allowances should include the commercial lodging expenses in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column.

Claims for meal allowances involving travel that did not require the traveler to be away from his headquarters overnight should be included in the "Class C Meals" column.

Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the State agency, then the "Travel Performed by Common Carrier or State Vehicle" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rates) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car.

If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the reserve side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed.

Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when possible.

The official Department of Transportation map should be used in computing mileage claimed from point or origin to destination whenever possible.

If travel is complimentary, the abbreviation "Comp." should be inserted in the "Map Mileage Claimed" column. No mileage is allowed.

When any State employee is stationed in any city or town for a period of over 30 continuous work days, such city or town shall be deemed to be their official headquarters and they shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head.

If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense. Form DBF-AA-13 must be attached. Additionally, a copy of the agenda and registration receipt must be attached.

Any fraudulent claim for mileage, per diem, or other travel expenses is subject to prosecution as a misdemeanor.

Form Location: http://www.unf.edu/dept/controller/travel/Banner07_Voucher_for_Travel_Reimbursement.pdf
University of North Florida
Daily Mileage Log

Name, Title, & Banner N Number

Department Name

<table>
<thead>
<tr>
<th>Date</th>
<th>Travel Performed - Show Point of origin to destination with each intermediate stop</th>
<th>Beginning Odometer</th>
<th>Ending Odometer</th>
<th>Auto Mileage Claimed To</th>
<th>From</th>
<th>Total</th>
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</table>

Total Mileage

Multiply mileage by 0.445¢ for Total Mileage Expenses

I certify that the travel described above was expended in the performance of my official UNF duties.

Signature

Date

Total Mileage

Multiply mileage by 0.445¢ for Total Mileage Expenses

I certify that the travel described above was expended in the performance of my official UNF duties.

Signature

Date
Thank you