

CAH TRAVEL POLICY

Travel Policies and Procedures must be conducted in accordance with all university policies and state and federal regulations found at: <http://policies.ucf.edu> . The F&A website located at: <https://fa.ucf.edu/> >Departments>Disbursements Services>Travel Payables. Within this link, you will find the following information for reference:

- About Us
 - Mission statement
 - Staff Listing
- Book Your Travel (takes you to the Concur system log-in)
- Forms
- Procedures
- Guidelines
 - Travel Manual
 - How to
 - Requisitions
 - Application for Advance on Travel Expenses
 - Reimbursement Vouchers for Travel Expenses
 - Memo from Office of Research
 - Florida Map Mileage
- Frequently Asked Questions
- Quick Summary for Travelers*
- Travel Expense Accounts
- Useful Links
 - Concur
 - Enterprise/National
 - Foreign Travel
 - Discounts
 - Other

Along with UCF's Finance and Accounting travel policies, the College of Arts and Humanities' Travel Procedures must also be followed.

CAH TRAVEL REIMBURSEMENT PROCEDURES

The Dean, or Dean's Designee, of the College of Arts and Humanities has the signatory authority for all CAH Chairs'/Directors' travel reimbursements.

CAH Units are responsible for preparing travel requisitions, reimbursements in a timely manner, and maintaining the required receipts and back-up documentation.

When CAH Chairs and Directors travel, their reimbursement voucher (RV) must be submitted to Denise Matias, Accountant III, for review, along with the required backup documentation and receipts (by email or hard copy). After review, the Dean or Dean's Designee will sign and return the RV, to the CAH Unit. The CAH Dean's office maintains a copy of only the signature page of the approved travel reimbursement form. The CAH unit is responsible for sending the original form with authorized signatures, along with back-up documentation, to Finance & Accounting for processing (by email or hard copy).

CAH TRAVEL PROCEDURES

ALL travel must be pre-approved by the traveler's supervisor prior to the creation of a requisition. Until the time a PO number has been generated, **no** purchases are to be made.

If a Chair, Director or Dean is traveling, he or she are required to email cahtravel@ucf.edu requesting approval from Dean Moore **prior** to completing any/all travel arrangements.

The email should include:

1. Traveler's name
2. Dates of travel
3. Destination
4. Purpose of the travel-as related to university business
5. Estimated cost of the trip, and type of funds that will be used to cover the costs

Please note: If the travel is for your Chair/Director and they are also the approver for requisitions, they **should not** approve their own requisition. The Chair/Directors backup should approve those requisitions.

After the travel reimbursement is complete and the PO is closed, a CAH Travel Expenditure Summary form, located on the CAH server STAFF-RESOURCES>Budget>Travel, must be submitted to the Dean's office via cahtravel@ucf.edu. This form is not required for local area travel (within 50 miles of the employee's primary campus location or between UCF Campuses), travel funded 100% from C&G or 100% from Overhead.

Please email the form to cahtravel@ucf.edu within 30 days of submitting an RV to F&A. The subject line should read: Travel Expenditure Summary.

International Travel

Please review the UCF Global process for international travel located within the following link; <https://global.ucf.edu/international-health-and-safety/travel-registration/> .

If traveling to a restricted country, please follow UCF Global process at; <https://www.international.ucf.edu/ucf-faculty-and-scholar-research/restricted-travel/>.

Regardless of the destination; all faculty, staff, and students are asked to register their university sponsored international travel prior to departure.

After registering for an international trip, the traveler will receive an email from studyabroad@ucf.edu, which must be attached to the requisition.

A Business Class ticket may be approved for purchase under the following conditions:

- One flight segment of travel is 9 hours or more
 - Travel time excludes layover time
- Business activity begins within 24 hours of arrival or return from travel between Sunday-Thursday (to ensure next workday within 24 hours)
- Prior to purchase of ticket approval is needed

For more detail and information of the CAH process, please reference the Business Class Travel Guidelines and the Example Memo from Area to VP for Business Class Approval at: CAH shared drive>Staff-Resources>Budget>Travel

Registration Fee Only-No Travel Expenses

An offline journal can be used to cover a registration only event, with no other travel expenses, for a local UCF sponsored event. A PO is not required.

If registration is to be paid in any other way, a PO must be created. The category number used for this particular type of PO is 99007001 (registration with no other travel expenses) along with the relevant account codes:

746101 Registration - In State - No Travel Expense

746102 Registration - Out of State - No Travel Expense

746103 Registration - Foreign - No Travel Expense

A zero balance Travel Reimbursement Voucher (RV) must be created for this type of expense, exception being if paid for by offline journal.

Travel Award for Recognition of Faculty Excellence (TARFE)

For more information and guidance for this support, go to Faculty Excellence at <https://facultyexcellence.ucf.edu/travel-award-for-recognition-of-faculty-excellence-tarfe/>

The Dean's signature is required on the Travel Award for Recognition of Faculty Excellence form for any employees who directly report to him.

Best Practice

If a CAH Unit is to be reimbursed from Foundation for a traveler's expenses after F&A has processed the reimbursement voucher, a Foundation payment authorization must to be created immediately after the charges have been incurred by the department.

Per Foundation's policy, along with IRS guidelines, the Foundation Payment Authorization (PA) must be processed within 90 days of the travel reimbursement voucher (RV) payout date and/or voucher date of a PCard purchase.

If a PCard was used to purchase registration or airfare for example, the 90 days applies to the voucher date of purchase. A Foundation PA may need to be created sooner for these PCard purchases to be reimbursed back to the unit.

If a Foundation PA is sent to reimburse an area for travel, and the 90 days of the travel RV pay out date and/or PCard voucher date has passed, the packet **will** be returned to the unit.

Per Foundation's policy, along with IRS guidelines, the Foundation reimbursement must be processed within 60 days when a Foundation Travel Reimbursement form is used.

For Graduate or Undergraduate student:

Release of Liability and Assumption of Risk form must be completed if student has chosen to provide his/her own transportation to the venue. An example document is found on the College's file server under STAFF-RESOURCES>Files and Forms. Only change the areas highlighted in yellow.

CAH Recommendation for Review:

University Volunteers – Before an individual can begin his or her volunteer assignment, the area must complete an agreement. Instructions and guidance found at; <https://compliance.ucf.edu/enterprise-risk-management/university-volunteers/>

*Look under the "Quick Summary for Travelers" tab to assist with travel procedures.

Updated 02/19/2020