

# SFRC Travel Authorization (TA)

Updated  
2/26/13

If you are a new UF traveler, please provide your mailing address beside "Traveler".

\*TA's should be approved before you make purchases using a P-Card.

Traveler: \_\_\_\_\_

UFID#: \_\_\_\_\_ Phone: \_\_\_\_\_ Account Holder: \_\_\_\_\_ UFID#: \_\_\_\_\_

**ACCOUNTS TO CHARGE**

Dept. ID	Fund	Program	Source	Project #	Flex Code	CRIS (required for 221 accounts)	Charge Amount

**DESTINATION AND DATES OF TRIP**

From: \_\_\_\_\_ To: \_\_\_\_\_ Dates: \_\_\_\_\_  
(City, State) (City, State) (Beginning and Ending)

Purpose of Trip: \_\_\_\_\_

Benefit to State (required for Funds 101 and 103): \_\_\_\_\_

Benefit to CRIS Project (required for Fund 221): \_\_\_\_\_

**ESTIMATED EXPENSES** (see back for explanations & guidelines)

**Method of Payment**

		P-Card	Personal Funds
Airfare	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Avis Car Rental (fill out blue form)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Fuel for Car Rental	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Mileage (if driving personal vehicle) \$.445/mile x _____ miles	\$ _____		
Lodging _____ days at \$ _____ per day and	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Meals _____ days at \$ _____ per day (max of \$36/day) or	\$ _____		
Per Diem (in lieu of lodging and meals) _____ days at \$80 per day	\$ _____		
Parking	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Registration	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Tolls	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>

Total: \$ \_\_\_\_\_

REQUEST CASH ADVANCE?  Yes  No \$ \_\_\_\_\_

By E-signing this document, pursuant of Section 112.061(3)(a), Florida Statutes, I hereby certify that this travel is for official business of the State of Florida and will be performed for the purpose(s) stated.

**Traveler Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Traveler E-mail address:** \_\_\_\_\_

**Funding Signature:** \_\_\_\_\_

## SFRC Travel Authorization (TA)

The Travel Authorization is an estimation of the expenses you will incur on your trip. You should know the dates of your trip before filling out the TA. TA's for Domestic Travel need to be received 2 weeks in advance of trip. TA's for Foreign Travel need to be received 30 days in advance of trip. This doesn't always happen and isn't always possible, but that is the written rule.

**Fund code, Program code, Source of Funds, Project #:** Internal account travel will be charged to. If you do not know these you should obtain them from the Principal Investigator (PI) paying for your trip.

### DESTINATION AND DATES OF TRIP

**From:** City you are traveling from. Your "From" location will mostly be Gainesville, unless you are already in another location.

**To:** Destination city.

**Dates:** Beginning/End (for example, March 1-14, 2008)

**Purpose:** Why are you conducting this travel? If attending a conference, the name of the conference needs to be on this line. If completing fieldwork, "conduct research" can be used.

**Benefits to the State:** How does this travel specifically benefit UF? If attending a conference, how does your attendance benefit the program that is paying for this trip? If conducting research, how does the work benefit the program paying for this trip?

The following are UF's guidelines. They can change depending on the PI you are traveling under and what that PI would like you to turn in for reimbursement.

### ESTIMATED EXPENSES

**AIRFARE:** Provide copy of itinerary once ticket has been purchased. Itinerary should include price of ticket & method of payment, showing the ticket has been paid. The "Passenger Receipt" will need to be turned in with reimbursement.

**AVIS:** State Contract allows rental of compact vehicle. Larger vehicle must be justified.  
Complete blue Avis Rental Request form to rent vehicle.  
An ACTO, which charges UF directly, is available if you do not have a UF P/card.  
Rental should be returned with a full tank of gas.  
Regardless of payment method, a receipt should always be turned in with reimbursement.

**FUEL:** Avis does not reimburse for fuel. Please turn in receipt with reimbursement.

**MILEAGE:** .445/mile

**LOCAL TRANSPORT:** Taxi's under \$25/instance do not require a receipt, but require information about location of departure and return.

**PARKING:** Receipts under \$25/instance not required for reimbursement.

**TOLLS:** Receipts under \$25/instance do not require a receipt, but since there can be several of these depending on where you are traveling, we recommend you keep toll receipts.

**REGISTRATION:** Attach copy of registration form and agenda. Receipt should be provided when given. Any meal included in registration is deducted from reimbursement. Field tours are only allowed if you can justify how they benefit UF. The price of banquets are only reimbursable if there is a guest speaker.

**LODGING and MEALS:** As of July 1, 2007 the rate for any U.S. city is \$36/day (\$6 \$11 \$19). If you are traveling on a grant funded by a state agency, the amount will always be \$21/day.

or

**PER DIEM:** \$80/day (in lieu of lodging and meals). Reimbursement amount depends on the time you leave and return.

Four quarters in a day x \$20.00/quarter = \$80/day

You can claim reimbursement for the quarter you depart in and the quarter you return in.

Quarters: 12a-6a, 6:01a-12p, 12:01p-6p, 6:01p-12a

**CASH ADVANCES:** Highly discouraged by UF, but available if traveler is gone at least five days. UF employees are eligible to receive 100% advance for those expenses marked "Personal Funds". Please see Cindy for instruction on how to request the advance. Non-employees are also eligible, but require a different set of instructions.

Questions? Please contact the individual who you turn your TA in to:

Cindy Love 846-0849 [cilove@ufl.edu](mailto:cilove@ufl.edu)