

Anthropology

Travel Instruction Guide

Step 1: Faculty, Student, or visiting guests travel requests:

- All travelers are still responsible for following current travel regulations as specified in the University Directives and Procedures:
<http://www.fa.ufl.edu/directives-and-procedures/travel/>

Step 2: Submission of Department Worksheet:

- Complete the Anthropology [Travel Information Worksheet.doc](#) . This must be submitted at least 3 weeks before departure. You can submit in paper or electronic form.
- Please list all UF funding sources regardless of department.
- Copies of any award letters.
- Additional forms/information that may be required.
 1. Authorization for Travel
 2. UF International Travel Checklist (when applicable) [UFIC International Form.doc](#)
 3. In excess of 30 Day Form (when applicable) [30 day excess form.pdf](#)
 4. Fly America Act Exception Form when using federal funds (i.e. fund code 201) when applicable [Fly America Act.pdf](#)
 5. International Check List (for international travel)
<http://www.ufic.ufl.edu/documents/University%20of%20Florida%20%20International%20Travel%20check%20List.doc>
 6. Proof of Team Assist Emergency Insurance (for international travel)
<http://ufic.ufl.edu/TravelRegistration.html>

Step 3: Travel Authorization (TA):

- University Travel requires a TA on all UF funded faculty, students, and visiting guests typically submitted by Department Staff.
- If you have been invited to be a guest speaker/lecturer as a UF representative and your travel is compensated by the invitee, you must still complete all appropriate forms. This is to insure that you are covered by UF insurance (as allowed). This is referred to as a comp TA.

Step 4: Cash Advance (CA)-when appropriate:

- You must be a current employee of UF.
- TA completed and all necessary forms to substantiate travel must have been submitted to dept.
- Department does not allow cash advance's for conference travel.

- Submission must be at least 3 weeks in advance to insure adequate time for multiple approvals. Some departments on campus allow the traveler to submit their own cash advance. However, due to the possibility of funding source limitations, our department does the submissions.
- Must be reconciled within 10 days of your return date.
- Additional cash advance tips are found at [Cash Advance Reconciliation.docx](#) when reconciling foreign travel expenses. Example of excel spreadsheet [Cash Advance Excel Example.xlsx](#)

Step 5: Travel Expense Reimbursement (ER):

- An expense report is required for reimbursement of all travel related expenses or to reconcile prepaid expenses like airfare of a cash advance.
- Submitted by department staff upon receipt of reconciliation materials from traveler.
- **ALL** original receipts (hotel, taxi, airfare, registration, rental car, fuel, etc.).
- Receipts small than 8 1/2 X 11 must be taped down on blank paper with no over lapping edges. The tape must not cover any of the printed area.
- Receipts 8 ½ X 11 or larger should be submitted “as is”.
- For conference travel, make a copy of the front page of the conference program, along with the day you spoke or presented, and one copy of a page from each day of the conference (when applicable).
- Excel spreadsheet for multiple related expenses (when applicable).
- If expenses are in foreign currency, either provide proof of exchange rate received (i.e. bank receipt) or visit <http://www.oanda.com/currency/converter/>.
Use specific date of receipt and convert from foreign to USD currency.

Step 6: Payment

- Receipts are reviewed and audited for discrepancies or clarification.
- ER is completed and traveler’s signature is obtained. Note: the ER will not advance without the travelers signature.
- All receipts are scanned and submitted.
- ER is submitted to department/s for approval.
- This process will take longer for multiple UF funding sources. Each department must review and authorize their portion of the ER.

Travel Quick Tips

- Hotel/lodging – receipt contains no personal expenditures and issued in the travelers name.
- Meals for Domestic Travel– are reimbursed at a rate of \$36.00 per day or portion thereof depending on departure time from your home (\$6.00 breakfast, \$11.00 lunch, and \$19.00 dinner). Receipts are not required.
- Meal rates for international travel are found on: <http://www.gsa.gov/portal/content/104877>.

- Reimbursement of incidental charges for international travel is not an allowable expense and must be subtracted from the meal rate.
See chart: http://aoprals.state.gov/content.asp?content_id=114&menu_id=78
- Airfare – should be an actual receipt showing full purchase price with form of payment and the boarding passes.
- Rental cars – special contracted state rates have been approved through Avis and Enterprise. If you don't have a UFID showing "employee" status, a letter from the department is required to authorize the use of these rates.
- Discount codes: Avis—A113400, Enterprise—43A3255, pin # UNI. A subcompact or compact are the only vehicle types allowed. If larger vehicle is rented a justification letter must be submitted with the receipt. Pre-payment of the fuel option is not an allowable expense. Car must be fueled before return to renting agency.
- **DO NOT** take any kind of insurance offered through these car rental companies as it is covered under the state contract.
- Receipts not in English should have a detailed description attached.