

Highlights of the University of Florida's Traveler Policies –

Please note that these are not the complete UF travel policies, which can be found at <http://fa.ufl.edu/uds/>

Trip Preparation- All travel must be approved in advance

Travel Authorization (TA)- Traveler's supervisor must authorize travel. Please note, just because the University rules may allow the expense, does not obligate the grant or supervisor to pay it. .

Registration Fees - NOTE Email confirmation is not enough!

Registration fees require:

- . Proof of payment
- . breakdown of charges
- . copy of the registration form
- . copy of the agenda
- . notation of Meals provided by Conference or Hotel

Transportation:

*** Tip – check for any grant requirements to use domestic carriers, etc.***

- . Traveler is to use the most economical means of transportation.
- . Only coach/ economy is allowed on flights, trains, or bus.

Rental Car - AVIS is the state rental car provider and must be used if available. A justification is required if AVIS is not used or a car larger than a compact class "B" is rented. The AVIS rental contract number is **A113400**. The University may also pay rental cars by completing an ACTO (Avis Company Travel Order) by making prior arrangements with Kim, a minimum of 2 weeks before the travel. When paying for rental yourself, an itemized copy of the rental agreement is required for reimbursement.. **Must pay by ACTO**, if traveler is a visitor or an employee **under 25 years old**. Lack of knowledge is not a justification. Please make prior arrangements with Kim.

Gas receipts must be kept and turned in for reimbursement. Receipts for rental cars and state vehicles must have the vehicle or rental contract number. If used in a private vehicle, please note mileage for trip on receipt.

Occupants must wear seatbelts and observe posted speed limits when traveling on official business. Fines or tickets will not be reimbursed.

Trip Expenses

Mileage for private auto: The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be approved if it can be proven to be the least expensive option. Mileage shall be computed on the basis of the current map of the Department of Transportation and reimbursed at current university rate, with prior written approval of supervisor. Vicinity mileage necessary for the conduct of official business is allowable but must be shown separately.

Lodging:

Receipts are required for lodging. Actual expenses for lodging are to be substantiated by paid bills itemizing the single room rate and taxes. Ask the Hotel to split the room receipts to indicate single occupancy cost when multiple occupants. If it reflects multiple occupancy, amount reimbursed will be decreased proportionally. Each traveler should provide their own hotel receipt.

Foreign Travel: Same rules apply except:

- 1) Avis contract is not valid outside Continental US
- 2) Receipts must be provided
- 3) Travelers should read appropriate US Dept. of State advisories: <http://travel.state.gov/>.
- 4) Medex (emergency evacuation insurance) is advised for all travelers, **students are required** to have a certain level of insurance. Please see the International Center for details.

Remember these are not our rules, these are the rules to get you reimbursed.

GRADUATE DIVISION TRAVEL GRANT POLICIES

The following policies were developed and approved by the GSMCA and the Graduate Committee:

1. Both masters and Ph.D. students will be eligible equally for conference funding.
2. One student on an accepted paper will be funded as long as funds are available.
3. In the case of a multi-authored paper, the student authors must decide which author will request college funding to attend the conference. In the case that the authors disagree about who should be funded, authors may appeal to the Graduate Committee.
4. The same parameters for funding remains: \$400 per fiscal year to support travel to a national conference, \$150 per fiscal year to support travel to a regional conference.
5. Students must be registered and in residence as full-time graduate students in the college at the time, the paper is presented.
6. UF travel policies must be followed

Also, you must:

- Submit a copy of your acceptance letter/ email with your Travel Award Form.
- Submit letter/s from any department that states it will help to fund your trip along with your Travel Award Form. If additional money is given after the Award Form is submitted, you must submit the letter at least a week before your appointed travel date.
- Submit all original itemized receipts. Reimbursement will be made for things such as lodging, airfare, and *your own meals* (max. \$36/day)
- Include the original airfare receipt and/or rental car invoice and your hotel bill, even if neither of these is being used as the basis for reimbursement. Evidence of extravagant expenditure will nullify this award.
- Receipts must be turned in by the 15th of the following month.
- Submit a copy of the conference program. Copy should include cover page, conference schedule and page showing your name as a participant.

We are committed to supporting graduate student success by supporting travel to the maximum extent the budget allows. We feel it is important to you as well as to the College, to continue funding your conference travel to present your research to national audiences. We hope that these guidelines will enable us to support the broadest range of student work possible during the present budget limitations. (Please remember that some conferences try to help with graduate student travel and offer small grants for that purpose. GSA and the Graduate School offer travel money as well.)

Frank Karel Science and Health Communication Travel Grant

Due to the generosity of Frank Karel, former vice president of communications for the Robert Wood Johnson and Rockefeller Foundations, and currently a trustee of the Trellis Fund, an additional \$10,000 for travel money is available for those graduate students who are presenting **science or health related research papers** at conferences. **This is a one-time only gift.** It is designed to supplement students who have already used their allotment of funding (\$400 for a national conference, \$150 for a regional conference) for the year and are presenting research related to science and health communication.

This is a limited amount of money, so please be careful before submitting papers expecting to be funded from this gift. The College will not cover conference expenses once the fund has been spent.

1-Both masters and PhD students will be eligible equally for conference funding.

2-**One** student on an accepted **science or health related** paper will be funded as long as funds are available.

3-In the case of a multi-authored paper, the student authors must decide which author will request the funding to attend the conference. In the case that the authors disagree about who should be funded, authors may appeal to the Graduate Committee.

4-The student may apply for up to \$500 of funding for a national conference.

5-Students must be registered and in residence as full-time graduate students in the college at the time the paper is presented.

As with other travel in the College, students **must** submit:

- A copy of your acceptance letter/email with your travel reimbursement form
- Original itemized receipts. Reimbursement will be made for things such as lodging, airfare, conference registration, and **your own meals**. (max. \$36 day) Please do not submit receipts that include others.
- The original airfare receipt and/or rental car invoice, hotel bill, even if they are not being used as the basis for reimbursement. Evidence of extravagant expenditures will nullify this award.
- Receipts must be turned in by the 15th of the following month.
- Submit a copy of the conference program. Copy should include cover page and page showing your name as a participant.

(Applications are available from Dr. Treise in Weimer 2012)

If you have any questions, please call the Graduate Division at 392-6557.