

### **Important Policies to Follow**

- All travel requests must be submitted and entered into the PeopleSoft System before you go on your trip.
- Travel requests must be in place in the PeopleSoft System before you are allowed to use your pcard.
- This system will allow you to use your pcard if you have taken the on-line pcard training and the pcard has been updated to include travel charges. You can use your pcard for: Car Rental (Enterprise/National Rent-A-Car only), airfare, registration and hotel room and tax.
- The system does not **allow** us to do after the fact travel.

Encumbrances need to be established and encumbered 30 days prior to departure. Do not use Pcard until you have an encumbrance number and have completed the online Pcard training for travel.

The only car rentals you can use your Pcard with is Enterprise/National Rent-A-Car. The rental contract #'s are listed as:

Enterprise/National Rent-A-Car= Account number 43A3255

You can arrange to pay for your airfare with your Pcard.

Hotel---you can arrange to pay for your room, room tax, business phone calls **ONLY** with your Pcard. Please checkout at the Front Desk and settle all other charges directly with the hotel. If you are going to ask for reimbursement on other incidental charges from your hotel bill, submit a copy of your bill to Travel and you will be reimbursed for incidentals on your travel voucher. If you are accompanied by your spouse or significant other, please have the desk note the single rate for your hotel room on your hotel bill. We can only pay for **your** charges.

Registration Fees can be charged to your Pcard. (Be sure that there are no membership dues added to your registration total as we do not reimburse for membership dues.)

You can only use your Pcard for travel expenses, if your trip has been encumbered and set up on the **PeopleSoft System**. Check with the business office to see what you can do **before** you leave on your trip.

Remember---that Pcard charges include Registration Fee, Plane Ticket, Enterprise/National Rent-A-Car, and Hotel (Room Charges, room tax, business phone calls).

When paying w/PCard please use the proper paperwork:

PCard Travel Charge Sheet!

# Travel Glossary

**Attachments** - Attachments are receipts for charges incurred.

**Comp** - "Complimentary" For example, if the traveler rode with someone else. Please note: if two people travel in the same vehicle, only one person can claim for driving. This also goes for lodging, airfare, etc..

**Destination** - Where the traveler is going

**Encumbrance Number** - Number assigned by computer. Funds stay encumbered until the final voucher has been processed and posted by Gainesville.

**Expense Report** - Worksheet submitted by faculty on trip or trips they have taken in order to be reimbursed for their expenditures. This report should be turned in within 3 days upon return.

**Headquarters** - Lake Alfred, CREC

**Itineraries** - An itinerary is required if the traveler is traveling outside of the United States. The itinerary should show when, where, what, why and with whom. This is attached to the TA when it is sent to Gainesville. Please note that the traveler is permitted to claim one day before a meeting begins and one day after the meeting ends on out-of-state travel. International travels may claim two days before and one day after meetings.

**Justification** - Explain to the State of Florida why a charge has been incurred by a faculty member and why a reimbursement is being asked for.

**Lodging** - Hotel, Motel, Boarding house, Bed & Breakfast, etc.

**Meals** - Meals may be claimed as follows:

- **Breakfast** if you leave before 6am and return after 8am
- **Lunch** if you leave before 12 noon and return after 2pm
- **Dinner** if you leave before 6pm and return after 8pm (**GSA rates**)

**Mileage** - Mileage may be claimed if personal vehicles are driven. Reimbursement is at the rate of 44.5 cents per mile. Travel has pre-assigned miles from Lake Alfred to the traveler's destination. If mileage is over the pre-set amount, then the balance goes in to vicinity miles.

**Passenger Copy of Airplane Ticket** - Any time someone flies, they must attach the passenger copy of their airplane ticket to the voucher as proof that they went on the claimed trip.

**Per Diem** - If a traveler is away from headquarters over night. He may claim per diem if he so chooses. Per diem is a flat rate of \$80.00 per day for both lodging and meals. The day is broken in to quarters. Follow the chart below:

- First Quarter 12:01am -6:01 am
- Second Quarter 6:01am - 12 noon
- Third Quarter 12:01pm -6 pm
- Fourth Quarter 6:01pm - 12 midnight

**Purpose of Travel** - Justification as to why the trip is being taken. (Experimental plot, Meeting, etc.)

**Return Time** - Time traveler returned to headquarters

**State Vehicle** - Each state vehicle has an assigned number. If a traveler has used a state vehicle the vehicle number is indicated on the expense report.

**Travel Authorization ([instructions](#))** - Travel Authorization --This document is used to advise Gainesville of a trip that is being planned by a traveler. It is electronically submitted to the CREC Director for approval. After the center director approves, it is then submitted electronically to Gainesville where the trip funds are encumbered.

**Time of Departure** - Time traveler left on this trip

**Vicinity Mileage** - Excess mileage over pre-established mileage to a specific destination. The travel is allowed 100 miles a day over the established mileage. If the traveler goes over that amount, justification must be given. This justification must be on the voucher submitted to Gainesville. For in-state official mileage see:

- <http://www2.dot.state.fl.us/CityToCityMileage/viewer.aspx>

\* When trip is finished, you have 3 days to complete all paperwork & turn in to the business office!

Travel Expense Worksheet PCard Travel Charge Sheet if needed for other travel  
PCard related purchased!