

Instructions for filling out the Travel Expense Worksheet

Traveler's Name/UFID #: Print the Traveler's name and UFID legibly.

P I Signature/UFID #: Please have the person responsible for the budget on travel sign and list UFID.

Dept. #: 8 digit Dept. Code

Fund Code: 3 digit Fund Code

Program Code: 4 digit Program Code

SOF: 7 digit Source of Fund Code

Project #: 8 digit Grant/Project #

CRIS REEport #: Required on all Federal Funds with Fund Code 201

Purpose of Trip: Explanation of why you are taking the trip.

Benefit to State: Explanation of how this trip will benefit UF and the state of Florida.

Destination: List where you are traveling to.

Travel From / Airport: Airport and City you leave from.

Travel: In-State, Out-of-State, or Foreign. Check the appropriate box.

Date/Time Departed and Date/Time Returned: Fill in date and time; this information is a basis for meal allowance.

Expenses:

List expenses for registration, airfare, car rental, and lodging by dollar amount in the appropriate box (P-Card/Personal); also list the name of the merchant, ticket #, and/or # of nights with the corresponding merchant. The next column is for Misc. Expenses. Print dollar amount under the appropriate type of expense (P-Card/Personal).

Meal Allowance:

List the dates and check the appropriate box for the meal you are to be reimbursed for: breakfast, lunch, and dinner. Remember, if the conference offers any of these meals, you are not eligible for the meal allowance. The Business Office will fill in the dollar amount.