



## Your Traveling, Now What?

---

You have been assigned a travel. Now you need to get your Travel Request submitted, then make your travel arrangements. Travel Requests should be completed, submitted and approved PRIOR to the travel taking place, with as much advance notice as possible.

You will need to work with a UF staff or faculty member to be assigned as a POI in UF GO. That staff or faculty member will make your travel reservations for you as well.

Items that can be paid for ahead of time or reserved on a PCard should be. This is to limit the out of pocket cost to the student. Personal cards will need to be used for incidentals.

The University is tax exempt in the state of Florida and you should take a copy of the tax exemption certificate with you on the travel..

## World Travel Services

---

Phone: 865-288-1901 \*  
Email: [ufl.travel@worldtrav.com](mailto:ufl.travel@worldtrav.com)  
Hours: Mon—Fri, 8am-6pm, EST

\*After hours emergency travel assistance is available 24 hours a day. Refer to code: S-5CWK when calling 865-288-1901. Collect Calls are accepted.

**UF GO Login:** <https://www.concursolutions.com/>

## IFAS Financial Service Center

---

1445 Date Palm Drive  
PO Box 110695  
Gainesville, FL 32611  
Phone: 352-294-3199  
After Hours Code: S-5CWK  
Email: [IFAS-SSC@ufl.edu](mailto:IFAS-SSC@ufl.edu)  
Hours: Monday—Friday, 8am-5pm

## UF Resources

---

**TRAVEL DIRECTIVES:** <https://cfo.ufl.edu/initiatives/uf-go/travel/directives/>

**UF GO:** <https://cfo.ufl.edu/initiatives/uf-go/>

## *IFAS Financial Service Center* Student Travel Guide

---





## Before Travel—Travel Requests

Your Travel Request (TR) should contain the following information:

- Business Purpose & Benefit to the University or Grant as well as a brief description of the travel.
- Travel Dates, Times & Destination
- Funding information and approval to charge from the funding owner.
- If you are taking UF property, such as a laptop or other equipment. *Be sure to complete the Foreign Travel Request if you are traveling internationally and taking UF property.*
- If you are taking any personal travel days during the travel—please make sure to include a UF GO cost comparison if so.

Be sure to include an estimate for the cost of any items the University will be paying for as accurately as possible, but this is your best estimate. The following items can be included in the estimate, but this list is not limited to:

- Airfare
- Lodging
- Car Rental or other Ground Transportation
- Meals
- Mileage or Fuel
- Registration Costs
- Printing or Publishing Costs
- Visas for Country Entry (International travel only)

## Booking Travel

All travel **MUST** be booked through UF GO. You are able to book airfare, lodging, car rentals, and trains in UF GO. The following are automatic exceptions to book outside of UF GO:

- 20 % or greater savings—*requires a screenshot of UF GO at the time of booking for the same accommodation.*
- Conference Rate for lodging
- Airfare or Lodging in a location that WTS does not service.

Flights should be booked in Main Cabin. If total travel time is over 10 hours, one cabin upgrade is available. You may upgrade to premium or comfort plus. If total flying time is over 16 hours, two cabin upgrades are available and you can book business class. \*Travel time does not include over night stays.

Rental cars should be economy or compact with Avis or Budget. **Students should make sure to take a letter on official letterhead stating that they are traveling on behalf of the University of Florida.**

## During Travel

When you are traveling you need to make sure to keep receipts for all purchases. These should be itemized and contain the following:

- Name of Vendor
- What you purchased
- Date of purchase
- Units purchased
- Any applicable taxes
- Total amount of purchase

You are not required to keep meal receipts. Meals can **NOT** be paid for with a PCard and you must use personal funds to purchase food. Submit for reimbursement on the Expense Report. Meal reimbursement rates are \$36.00 PER DAY — \$6.00 for breakfast (6-8am), \$11 for lunch (12-2pm), and \$19 for dinner (6-8pm), including tips.

## Return from Travel—Travel Expense Report

Once you return from travel, you will complete a Travel Expense Report (TER) with the help of a faculty or staff member. This report is an account of what the University paid for and the items that you should be reimbursed for.

You should include all expenses, with itemized receipts, that were incurred during the travel. TER's should be completed within 7 days of your return.

You should be sure to include the following information on your TER:

- Travel Dates & Times of Departure and Return from your official headquarters.
- All travel arrangements ex—flight, hotel, etc.