

Travel Related Expenses

To receive reimbursement, a faculty member must submit a [Travel Authorization Request](#) form to NSC's fiscal assistant ([Wanda Tummons](#)). Please be sure to include the rationale for why the travel is critical to the mission of the university, as that rationale will be the one the dean reviews to either approve or deny the travel request.

The trip should be one that was approved from your annual budget request. NSC's fiscal assistant will budget check and route to the director. The director will review and make a decision.

No expenses should be incurred prior to receiving approvals.

Please submit travel receipts to NSC's fiscal assistant within three business days of returning from travel.

1) Register all international travel at <http://global.ucf.edu/ucf-faculty-and-scholar-research/international-travel/> before any expenses are incurred.

1. Copy of flight schedule containing flight ticket#. Airline tickets should be economy or coach class, including all reasonable costs associated with economy and coach class and a paid receipt should be submitted.
2. The agenda or conference information showing: where the conference took place; the days of the conference; and what was included in the cost of the registration (the traveler cannot claim meals or lodging included in the registration fee).
3. A receipt showing payment of the registration.
4. Hotel charges original invoice (if internet/telecom charges are included in the hotel invoice, please include a written statement claiming that said charges were specifically for UCF business). Hotels are limited to \$200 per night unless conference rate is applied.
5. Original copy of any other expenses invoices over \$25.00 (parking, transportation...)
6. The reimbursement rate for meals is \$6 breakfast/\$11 lunch/\$19 dinner. Receipts are not required. For domestic travel, in lieu of meals and lodging, a traveler may be paid a straight per diem rate of \$80.00 for the day with no receipts.
7. If you are traveling internationally, meal rates listed by country can be found on https://aoprals.state.gov/web920/per_diem.asp. Do not include incidental rate.
8. Rental cars are available through the UCF Enterprise/National contract. UCF allows a compact car unless a justification for a larger car is sent in with the reimbursement.
9. If the membership reduces the amount of the registration fee to less than member registration rate plus dues NSC will approve this amount.

For more detailed information, please refer to "Travel Policies and Procedures" located at: http://fa.ucf.edu/wp-content/uploads/sites/2/Quick_Summary_for_Travelers.pdf

NOTE: If one is traveling for professional purposes, and is not being compensated/reimbursed by university funds, an employee must complete a complimentary TAR.

Non-Travel Related Expenses

Please receive approval for the expense from your Program Coordinator prior to expending funds. After approval, please complete a Request for Reimbursement and attach approval email along with the request.

For business meals, itemized original receipts are required; faxes, copies, statements and quotes are not acceptable. There is a maximum reimbursement rate of \$50 per person including tip per person, including tip. Please provide a list of persons in attendance. There must be a valid business purpose for all persons attending.

For events, itemized original receipts are required; faxes, copies, statements and quotes are not acceptable. Please provide a list of persons in attendance and a copy of the program/agenda. There must be a valid business purpose for all persons attending. All expenditure requests from any foundation account exceeding \$10,000 must have the appropriate vice president's, vice provost's, provost's, or president's signature.

For mileage, please go to <https://www.mapquest.com/directions> and print off the mileage showing the beginning and ending destinations. Please provide a list of persons in attendance and a copy of the program/agenda or the valid business purpose for the trip. For miscellaneous costs, itemized original receipts are required; faxes, copies, statements and quotes are not acceptable.

For miscellaneous expenses, itemized original receipts are required; faxes, copies, statements and quotes are not acceptable. Please provide a valid business purpose for the purchase.