CAH TRAVEL POLICY

All Travel Policies and Procedures must be conducted in accordance with all university policies and state and federal regulations found at: http://policies.ucf.edu. The F&A website is found at: http://www.fa.ucf.edu/. Select from the left side of the screen Disbursement Services and the link for Travel Payables. Under this link you can find the following information for reference:

- Contact Information
- Forms
- Frequently Asked Questions
- Business Process
- Manuals - Guidelines
- Quick Summary for Travelers
- Travel Expense Accounts
- Useful Links

International Travel Procedures for Restricted Destinations link is below. This site will provide helpful information on what to do and where to check for what countries/cities are on the US Department of State Travel Warning List. Per UCF Policy 2.903 state “Travel to countries for which a U.S. Department of State travel warning has been issued and for which university funds will be used or academic credit provided must have prior approval by Provost or designee”. Policy 2.903 Travel to Restricted Destinations can be found at: http://policies.ucf.edu/ Under Legal, Compliance, and Administration

https://www.international.ucf.edu/ucf-faculty-and-scholar-research/restricted-travel/

Please note: Per UCF Policy, “This policy applies to any member of the university community intending to travel to parts of countries, entire countries, or regions for which a U.S. Department of State travel warning or health related travel alert has been issued, and for which university funds will be used or academic credit provided. This restriction does not apply to privately funded travel that is not related to university business.”

Along with UCFs Finance and Accounting travel policies, the College of Arts & Humanities’ Travel Procedures must also be followed.

Updated 11/15/16
CAH TRAVEL REIMBURSEMENT PROCEDURES

The Dean or Dean’s Designee of the College of Arts and Humanities has the signatory authority for all CAH Chairs’/Directors’ travel reimbursements.

CAH Schools/Departments/Programs are responsible for preparing travel requisitions, reimbursements, and maintaining the required receipts and back-up documentation. For Chairs and Directors authorized traveler signs the voucher for reimbursement (RV) form. The form is sent to the CAH Accountant, Denise Matias for review and the Dean, or Designee will provide signature approval. This CAH Dean’s office maintains a copy of the signature page only of the approved travel reimbursement form. The form is returned to the CAH unit personnel. The CAH unit is responsible for sending the original form with authorized signatures, along with back-up documents, to Finance & Accounting for processing.

CAH TRAVEL PROCEDURES

TAR Approval Procedures

ALL travel must be pre-approved by the Dean or his Designee prior to travel taking place or travel arrangements being made. Local area travel (within 50 miles of the employee’s primary campus location or between UCF campuses), travel funded 100% from C&G (Project), 100% from overhead or if registration is only being purchased with no other travel expenses are exempt from this requirement.

The CAH Travel Authorization Request form is found at: http://www.cah.ucf.edu/fs/budget.php, on the CAH website located under Budget/Financials/Travel. After the form is complete and the approver’s name typed on the form and dated, email it to cahtravel@ucf.edu (cc Chair/Director) to obtain the Dean’s approval. In the subject line of the e-mail please enter the traveler’s name and the travel begin date (i.e. Jane.Doe11.15.14). The attachment is to be named in the same manner. Only one travel request form per email. If the Chair or Director is traveling, he or she cannot approve their own travel request form, so leave the approval line blank and e-mail the form to cahtravel@ucf.edu. The Dean or Dean’s Designee will approve his or her travel request form.

Updated 11/15/16
A CAH Travel Request form should be completed for every traveler, even if the person is covering his or her own trip out of personal funds. In some cases, the traveler is allocated money for travel at a later date in the fiscal year and may be reimbursed.

After the Dean or the Dean’s Designee has approved the travel, then the form will be emailed back to the CAH unit. You may then purchase the airline ticket and create the requisition for the travel. If travel is taken or travel arrangements are made before receiving the Dean’s or Dean’s Designee approval, the traveler may be held **personally** liable for the cost of the trip.

Please note: If the travel is for your Chair/Director and they are also the approver for requisitions, the Chair/Director **should not** approve their own requisition. The backup approver for requisitions should approve.

After the travel is completed, the CAH unit must submit to the Dean’s Office via cahtravel@ucf.edu the following information per E&G travel completed:

- Travelers name: Jane Doe
- Dates: 11/15/15 – 11/20/15
- Location: Bangor, Maine
- PO#: 0000123456
- Overall Cost of Travel: $500
- Department Charged: 23010001

If trip is cancelled, the same process, as described above, applies. Complete the information requested and note “Trip Cancelled” above the traveler’s name.

Please email the requested information, in a timely manner, when E&G funding has been used for the travel. The subject line should read: Traveler’s name/Completed Travel.

If there are any adjustments to the cost of the travel that are greater than 20%, of the original request you must obtain Dean’s approval for the additional costs. To make this request, you will need to fill out the CAH Travel Authorization Request form, select “update” under the drop down box for the Requested Action, fill out the form, and resubmit to cahtravel@ucf.edu. In the notes section of the form, please state what change is taking place.

Updated 11/15/16
International Travel

For International Travel check travel destination to see if location is on the US Department of State Warning List. Please review the following link; https://www.international.ucf.edu/ucf-faculty-and-scholar-research/restricted-travel/. If destination is on the warning list, the Travel Preliminary Approval paperwork is required at least 3 months prior to trip. The CAH Travel Authorization Request form should be emailed to cahtravel@ucf.edu at least 3 months prior to trip. The email should coincide with sending the hard copy of the Travel Preliminary Approval Form to Dean Moore for signature approval. Write in the “Notes” section on the CAH Travel Authorization form that the Travel Preliminary Approval paperwork has been sent to the Dean for review and signature. The reason for the early request is to give the Travel Preliminary Approval paperwork time for review by International Affairs and Global Strategies Division.

The Travel Preliminary Approval form will be sent back to your area after the Dean has signed it. You will need to send the completed forms to the International Programs Health & Safety Manager at Christopher.Cook@ucf.edu.

Registration Fee Only No Travel Expenses

If a person is only paying for registration, and no travel is involved, a CAH Travel Request form is not required.

Application for Funds to Support Faculty Travel

A full-time faculty member who is delivering a research paper or comparable creative activity at a professional meeting is eligible for transportation costs reimbursed back to their area. The area or college must cover the initial cost of the transportation out of ONLY E&G Funds. Please keep in mind currently the maximum amount covered for Domestic travel is $500 and international travel $1,000. This dollar amount can vary depending on funds available.

For more information and guidance for this support, go to the Office of Research & Commercialization at; http://www.research.ucf.edu/SponsoredPrograms/FundingOpportunities/facultytavel.html

Updated 11/15/16
If the Dean provides full or partial funding for the travel, then the Dean must sign the Application for Funds to Support Faculty Travel.

The Dean’s signature is required on the Application for Funds to Support Travel form for employees that have traveled and directly report to the Dean.

**Best Practice**

If the CAH Unit will be reimbursed from Foundation for a traveler’s expenses after F&A has processed the reimbursement voucher, a Foundation short invoice should be created immediately after the charges have been incurred by the department. Per Foundation’s policy, along with IRS guidelines, the Foundation reimbursement must be processed with 60 days.

For Graduate or Undergraduate student:
Release of Liability and Assumption of Risk form must be completed. An example document is found on the CAH website at; [http://www.cah.ucf.edu/fs/budget.php](http://www.cah.ucf.edu/fs/budget.php) under Financials/TRAVEL. Only change the areas highlighted in yellow. Send a copy with the CAH Travel Authorization Request form in the email to cahtravel@ucf.edu.