CAH TRAVEL POLICY

All Travel Policies and Procedures must be conducted in accordance with all university policies and state and federal regulation. For more information refer to:

http://www.fa.ucf.edu/Travel_Payables/Publications/Publications.cfm

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.

https://www.international.ucf.edu/restricted-travel/

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

Updated 02/05/14
CAH TRAVEL REIMBURSEMENT PROCEDURES

The College of Arts and Humanities Dean’s Office has the approved signature authorization for the Department Chairs’/Directors’ travel reimbursements.

CAH office personnel are responsible for preparing the travel reimbursement form for their respective department/program. The Departments/Programs are responsible for maintaining the required receipts and back-up documents. The authorized traveler signs the form, the form is sent to the CAH Accountant (currently Denise Matias) for review and Dean Designee signature approval. This office maintains a copy of the signature page only of the approved travel reimbursement form, and the form is returned to the Department/Program personnel. The Department/Program is responsible for sending the original form with all 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. Only exception is travel funded entirely by C&G (Project) funds.

The CAH Travel Authorization Request form is found at: http://www.cah.ucf.edu/fs/budget.php, on the CAH website located under Travel. After the form is complete and the approval name typed in on the form along with date, e-mail it to cahtravel@ucf.edu 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.Doe11.15.12.) The attachment is to be named in the same manner. Only one travel request form per e-mail. 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.

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

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traveler is allocated money for travel at a later date in the fiscal year and may be reimbursed.

For International Travel to Restricted Destination, the CAH Travel Authorization form should be e-mailed to cahtravel@ucf.edu at least 3 months prior to trip. The e-mail should coincide with sending the hard copy of the Travel Preliminary Approval Form to Dean Fernandez 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.

The Travel Preliminary Approval form will be sent back to your area after the Dean has signed it. You will need to send this paperwork onto AFIA, Academic Affairs, 338 Millican Hall, 32816-0065 for review and approval.

After the Dean or the Dean’s Designee has approved the travel, then the form will be e-mailed back to the Department/Program. 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.

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

Travelers name: Jane Doe
Dates: 11/15/12 – 11/20/12
Location: Bangor, Maine
PO#: 0000123456
Overall Cost of Travel: $500/500
Department Charged: 23010001/23010303

Please e-mail the requested information, in a timely manner, when E&G funding has been used for the travel. In the subject line provide name of Traveler/Completed Travel.

If there are any adjustments to the cost of the travel that are greater than 10%, 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.

Note:
If a person is only paying for registration, and no travel is involved, a CAH Travel Request form is not required. However, a travel PO is required by Travel/F&A using either account number’s:

- 746101 (REG FEE INSTATE NO TVL EXP)
- 746102 (REG FEE OUTSTATE NO TVL EXP)
- 746103 (REG FEE FOREIGN NO TVL EXP)