

College of Liberal Arts and Sciences

Business Travel Guidance

March 2, 2020

Reimbursements for business travel expenses must be reasonable and justifiable. The following provides general guidance for business trips originating in Gainesville. Exceptions may be allowed if justified and pre-approved through the travel authorization process. The guidance provided here supplements UF travel policies, available at <http://www.fa.ufl.edu/departments/travel/>.

The college cannot guarantee reimbursement to travelers who fail to comply with business travel policies. Business travelers must obtain an approved travel authorization (TA) prior to initiation of individual trips.

All travel expenses submitted for reimbursement must be documented by appropriate proof of expenditure, whether in the form of receipts, vendor e-mails, credit card statements, or invoices.

Note that college policy requires receipts for some expenses that are exempted from this requirement by the university, notably expenses under \$25. These include many forms of transport (trains, buses, mass-transit, and car services such as taxi/Lyft/Uber/ limousine), as well as baggage charges, parking, and tolls.

Mileage reimbursement for transportation by personal car will be based on Google Maps mileage. Note that transportation by personal car to or from the Gainesville Airport on weekdays is not eligible for reimbursement, although parking is eligible.

Unusual trips or itineraries

The guidance provided below cannot address all scenarios for business travel. Prior to travel, approvers will apply the general principles outlined here to determine a fair reimbursement plan for unusual itineraries.

Trips less than 50 miles

- Personal car: reimbursed @\$0.445/mi, which includes fuel costs
- Car service (Uber, Lyft, taxi, shuttle): reimbursed at market rates
- Mass transit: reimbursed at market rates

Trips between 50 and 500 miles

- Personal car: reimbursed @\$0.445/mi, which includes fuel costs; however, reimbursement, including parking fees, may not exceed rental car cost (i.e., contract rental rate plus estimated fuel cost)
- Rental car: contract rate + fuel cost + up to \$40 for personal car parking for duration of round trip at the Gainesville Regional Airport or other commercial lots
- Air travel: main cabin economy fare + 1 bag charge

Trips over 500 miles

- Air travel (preferred): main cabin economy fare + 1 bag charge
- Personal car or rental car: may be allowed with justification, although in neither case may reimbursement exceed pre-quoted airfare plus cost of ground transportation. The justification, which must be submitted together with the travel authorization (TA), must include documentation of air travel costs.

Travel to departure airports other than GNV

- Shuttle bus or contract rental car to nearby Florida airports (MCO, JAX, TPA): reimbursed at full cost
- Personal cars: may be used, but reimbursement, including parking fees, may not exceed rental car cost (i.e., contract rental rate plus estimated fuel cost)

Travel upgrades

- Although air travelers are permitted to upgrade to premium seating, reimbursement will be limited to the main-cabin economy fare. For this reason, P-cards normally may not be used to purchase premium seating.
- Exception: Travelers may be reimbursed and P-cards may be used for premium economy or business class seats when a single flight is nine hours or longer in duration. In these cases, the following form must be submitted and approved in advance: <https://www.fa.ufl.edu/wp-content/uploads/2019/04/Travel-Exception-Request-Form.pdf>
- Upgrades of contract rental vehicles to larger capacity may be justified due to the number of passengers, amount of luggage, and other business-related needs.

Business travel at destination

- Local transportation for business purposes at the destination must be reasonable and justified. Expenses incurred for travel for non-business purposes such as tourism and personal visits will not be reimbursed.
- When several business-related trips are required at the destination, a local rental car may be more cost effective than car services or mass transit.
- Receipts are required for reimbursement of costs of car services (Uber, Lyft, taxis) and mass transit. Travelers must indicate both point of origin and destination for all such services.