UNIVERSITY OF CENTRAL FL VOUCHER FOR REIMBURSEMENT OF TRAVELING EXPENSES

V#_____ (8 digits)

VENDOR _____ PREPARED BY _____

VENDOR ID # _____ PHONE _____ PO NUMBER _____

HEADQUARTERS _____ BLDG. & RM. _____ DEPT./PROJECT NO. _____

CAMPUS & +4zip _____ RESIDENCE (City, State) _____

IS TRAVELER A UCF STUDENT? ☐ Yes ☐ No IS TRAVELER A U.S. CITIZEN? ☐ Yes ☐ No CHECK ONE ☐ Employee ☐ Non-Employee/Ind. Contractor

Date	Travel Performed From point of Origin to Destination	Purpose or Reason (Name of Conference)	Travel Departure and Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses	
								Amount	Type
			M						
			M						
			M					

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			M						
			M						
			M					

UNIVERSITY OF CENTRAL FLORIDA PURCHASING CARD CHARGES

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE UNIVERSITY OF CENTRAL FLORIDA PURCHASING CARD

Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
		Total	$ 0.00

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSEABLE ITEMS WERE PURCHASED USING THE UNIVERSITY OF CENTRAL FLORIDA PURCHASING CARD

Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
		Total (This amount must be added to the "LESS ADJUSTMENTS" on the first page of this form.)	$ 0.00

GENERAL INSTRUCTIONS

Class A travel -- Continuous travel of 24 hours or more away from official headquarters.
Class B travel -- Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
Class C travel -- Travel for short or day trips where the traveler is not away from his/her official headquarters overnight.

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m.
Lunch -------- when travel begins before 12 Noon and extends beyond 2 p.m.
Dinner ------- when travel begins before 6 p.m. and extends beyond 8 p.m.

NOTE: Per Diem and Meals are only applicable for Class A and B Travel. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.

Non-reimbursable items may not be charged on the University Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the first page of this form on the line less adjustments and the above "Non-reimbursable Items" section of "University of Central Florida Purchasing Card Charges" section above must be completed. Per Diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the University, then the "Travel Performed by Common Carrier" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the University Purchasing Card, then the "University of Central Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the common carrier column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a University-owned vehicle, the word "University" should be inserted in the "Map Mileage Claimed" column on the first page of this form, and the above section designated as "Travel Performed by Common Carrier" should be completed. If lodging is paid by the use of the University Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the first page of this form, and the above section designated as "University of Central Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, meals or per diem should be reduced accordingly. Receipts should be obtained when required. The official Dept. of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any University employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his/her official headquarters and he/she shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the President of the University. A copy of an agenda and any detailed information pertaining to the purpose of the travel should be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.