IFAS Shared Service Centers (SSC)
Travel Instruction Guide

To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center (McCarty or Fifield). Each email should have a subject line containing TRAVEL. (Example: Subject: Travel for Smith to Conference).

Step 1: Individual or Unit initiates travel request

- All travelers are still responsible for following current travel regulations as specified in the Travel Pcard Training Courses and the University Directives and Procedures for travel.

Step 2: Unit prepares travel request to be sent to the SSC

- Scan receipts and any appropriate documentation, forms, or justifications as .pdf files.
- Prepare an e-mail to be sent to the appropriate IFAS SSC (McCarty or Fifield); remember to include subject line as indicated above.
- Complete SSC TA/ER form.
- Be sure image(s) is/are legible and attach to email.

For Travel Authorizations (TA):

- A travel authorization is required for international travel, conference/conventions, and any other travel which requires a registration.
- The TA should be submitted and approved before making any travel related purchases, and the TA# should be included on any PCard receipts submitted related to the travel.
- Forms/information required for a travel authorization:
  - UF International Travel Checklist (when applicable).
  - Completed SSC TA/ER form.
  - BLANK registration form.
  - Any supporting documentation that may be needed to complete the TA.

For Travel Expense Reimbursements (ER):

- An expense report is required for reimbursement of all travel related expenses.
- The TA/ER form and support documents should be submitted within 3 days of return date.
- Forms/information required for a travel expense reimbursement:
  - Completed SSC TA/ER form.
  - Cash advance form (if applicable) – Must be settled within 10 business days of travel end date.
  - ALL receipts (hotel, taxi, airfare, registration, rental car, gas etc.).
  - Meeting program
  - Copies of any additional funding awards (graduate student council, dean of college, conference, etc.).
Step 3: SSC receives and processes the TA/ER

- SSC reviews the Travel Request.
- SSC processes the request in PeopleSoft.
- Notification is sent to traveler with questions and/or when travel request is complete.
- Once fully approved, reimbursements due to the employee will be direct deposited within five business days.
- Please note that if reimbursement is processed on the same day as payroll, your bank may show your reimbursement and paycheck as one deposit.

Travel Quick Tips

- Gratuity/tipping – will be reimbursed up to 15%, and $1/bag for baggage handling.
- Hotel/Lodging – check out at front desk upon departure so that all charges are included on bill.
- Mileage & Fuel – Mileage will be reimbursed for personal vehicles, fuel for state or rental.
- Meals – a receipt is not required. Meals are reimbursed based on a state rate of $36.00 per day ($6.00 breakfast, $11.00 Lunch, and $19.00 Dinner).
- Airfare – should be an actual receipt of purchase that includes itinerary and total amount.
- Rental Cars – rental cars should be rented with either Avis or Enterprise and should be a compact or sub-compact car. If a larger vehicle is required, please provide a justification for the need.

Helpful Links

- UF Travel Information
- UF Travel Brochure – A quick reference of required receipts
- UF International Center - International Travel Information
- UF Travel FAQs
- Currency Converter
- Common Mileage Calculation
- UF Cash Advance Instructions

For assistance with this process or anything else, please contact your Shared Service Center:

McCarty

Phone: 352-294-3199
Email: mccarty-ssc@ufl.edu

Fifield

Phone: 352-273-4583
Email: fifield-ssc@ufl.edu