

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