

# UNIVERSITY OF FLORIDA TRAVEL GUIDELINES

## MILEAGE OR AIRFARE

Mileage will be reimbursed at UF's prevailing rate. Airfare reimbursement is based on round trip coach. If you prefer, your airline ticket can be direct billed to the University of Florida, by contacting Chanel at Lorraine Travel at toll free 800-666-8911 ext 3101, or 877-844-7977 ext 3101. Chanel's direct line is 772-934-6529 and her mobile # is 772-341-3925; her email is [chanel@lorrainetravel.com](mailto:chanel@lorrainetravel.com). Verify that the UF department hosting your travel has received your contact and demographic information prior to contacting Lorraine Travel. Notify Lorraine Travel that you are traveling on official business for a CME (Continuing Medical Education) event.

## MEAL ALLOWANCE

Meals will be reimbursed per diem. The following amounts for subsistence are allowed when traveling on official University of Florida Business: Breakfast \$6, Lunch \$11, Dinner \$19 — for a total of \$36 per day.

Meal reimbursement is dependent upon times of travel, i.e.; travel must begin BEFORE 6:00 a.m. and extend BEYOND 8:00 a.m. for breakfast; BEFORE 12:00 noon and BEYOND 2:00 p.m. for lunch and BEFORE 6:00 p.m. and BEYOND 8:00 p.m. for dinner. Meals provided by the program may be deducted.

## HOTEL ROOM REIMBURSEMENT

Your hotel room, plus taxes, will be reimbursed for single occupancy only. Any additional charges for an extra person in room cannot not be reimbursed. No incidental charges, except for business telephone calls and bellman tips not to exceed \$5 total (\$1 per bag) can be reimbursed.

## INCIDENTAL EXPENSES

Other items that may be reimbursed are: highway tolls, taxi charges, and parking. You must however obtain receipts for these charges; otherwise, reimbursement will be limited to \$5 per day for highway tolls, and \$25 per day parking and each taxi fare. Tips for taxi and shuttle services may not exceed 15%. Travel by limousine is not an allowable expense.

## RENTAL CARS

If your host department has approved your renting a car in advance, you must use Avis for full reimbursement. UF has a contract with Avis (**Contract # A113400**) for rental of a Class C (compact) car. When you make your airfare reservations through Lorraine Travel (see above), they can also assist you with your Avis reservation for direct billing to UF.

**If you do not book your airfare and rental car through Lorraine Travel, your UF host department must make your reservation with Avis for the state of Florida contract rate to be in effect.**

Reimbursement of car rental expenses requires an itemized copy of the rental agreement. Your vehicle rental will be reimbursed to you after the trip if direct billing to UF was not arranged. You are required to use a car no larger than a compact (Class C) car. Final reimbursement will be based on the contract price of \$26.58 per day. If fuel is purchased, you will need to submit your receipt to us. Avis contract includes 200 miles per day for in-state rental, after which there is a surcharge.

## REIMBURSEMENT

After receiving the Travel Reimbursement Form from UF, complete the form, attach your original receipts and submit to: UF CME Office, PO Box 100233, Gainesville, FL 32610-0233. Your reimbursement will be processed and an expense report will be sent to you for your approval and your signature.

**If you have any questions, call UF Continuing Medical Education, 352-733-0064, or email [cme-mail@ufl.edu](mailto:cme-mail@ufl.edu).**

**Reminder: your travel must be set up in UF's fiscal system prior to your departure, and prior to contacting Lorraine Travel for your travel arrangements. Please contact your host department to verify that a travel authorization has been issued for your official business travel on behalf of UF.**