



**Please read through everything carefully.**

**There are many new rules and regulations that have been put in place by the university and MUST be followed in order for any university employee (yes this pertains to all of us not just trainees) to get reimbursed. Not following these rules will result in the individual incurring the costs from their own pocket.**

### Travel Reimbursement

You get 5 days of conference leave per academic year. In addition, 2 more days may be approved by the PD in special circumstances. We want to make sure that you are able to attend any conference where you are presenting your scholarly work for the first time as first author, and will provide stipends to make this financially feasible when the budget allows. This stipend is intended to help cover *some* of the costs associated with the travel, these are [hotel](#), [airfare](#), and [conference registration](#). Any expenses over and above the allocated stipend are your responsibility.

Prior to making any travel plans for any conference, you **MUST** have approval from your rotation supervisor as well as the PD. The chief residents need to be informed as well so that if any adjustments are needed in the schedule that can be taken care of. The **conference leave form** located on Pedsjax needs to be completed and submitted to Laura Lowry *before* the travel. **Following these steps is essential. No signed conference leave form BEFORE travel = no reimbursement from book money or program!**

(What I need so you can get paid)

Reimbursement materials **MUST** be for the single resident **ONLY** except in cases where a hotel room is shared. No other travel expenses will be shared among other residents attending the same conference. This means that you **CANNOT** pay travel/meals/uber rides to and from the airport for your colleagues and expect that we will breakdown expenses for reimbursement. This will not happen.

**TIP:** Do not send only a snip of the one line item from your credit card for the transaction history. Screen shot the whole travel transaction history page from the web-site or app.

**TIP:** Keep the original itemized receipt/email for everything you want to be reimbursed for.

### **Before your travel**

As your delegate in the UF Go Travel System<sup>1</sup>, I will enter a [Travel Request](#) on your behalf. This is a travel pre-approval that must be done and approved in the system before travel occurs. A reimbursement cannot be completed in the system after your return without this approved request. Once I have entered the Travel Request on your behalf, I will notify you to log into UF Go to click submit.

**\*\* Please note – the program will only enter a lodging amount of \$100 on this Travel Request. This is just to get the request/approval into the UF Go system. The actual amount or stipend amount will be entered into UF Go after your return when the Travel Expense (reimbursement) is completed. \*\***

**\*\*When booking your travel in UF GO – you will need to use your personal Credit Card for all transactions. DO NOT use the “UFLOR Air Card” or “PCard” options.\*\***

## TRANSPORTATION

**Planes:** Airfare **MUST** be booked through **UF Go** to be reimbursed. Please try to make your airline reservations as much in advance as possible (preferably as soon as you know that your work has been accepted and you have been given permission by the PD to go) and no later than one month before the anticipated date of travel. If your tickets are purchased less than 4 weeks prior to travel, you may not be reimbursed for the cost barring any special circumstances (i.e. a major illness prevented you from purchasing earlier or you were notified of acceptance late).

### **I will need the following after your trip:**

- Copy of the flight reservation and itinerary from UF Go
- Corresponding credit card transaction history

Please note the following in regards to airfare:

- ❖ The University will not reimburse a traveler for an expense that is paid for by the use of reward points.
- ❖ If a traveler books airfare for days including other than the UF business/conference related travel dates, please submit a cost comparison quote from the same day of booking and forward with the travel reimbursement request. This quote must be the same dates as the UF business/conference dates. The traveler will be reimbursed the lesser expensive of the two airfares.

## **Private Auto**

If you choose to use your private automobile for transportation to the conference, I will need two sets of MapQuest directions. You will be reimbursed 44.5 cents per mile.

- First set is from your starting location (home) to your final destination
- Second set is from your destination back to your home



## OTHER TRAVEL EXPENSES

### **Registration Fees**

Conference registration fees **must** be submitted for reimbursement before the travel. After registering for your conference I will need the following. Again please ensure that you register early so that you can take advantage of early bird registration. Always choose the trainee option unless that is not available since these are always much lower than regular costs:

- Completed, detailed and submitted registration form (your full receipt after payment either from the web-site or full email confirmation)
- Proof of payment (credit card/bank statement verifying charge)

- A copy of the conference agenda (I just need the **Schedule at a Glance**, NOT the full agenda)
- ❖ Per new UF Travel Guidelines – Travel cannot be reimbursed unless a copy of the conference registration form and agenda is attached to the travel expense.

### **Lodging**

Itemized Receipts showing all taxes and charges are required for lodging. The program will generally reimburse you for **1-3 nights** depending on conference location i.e. east coast, west coast etc. If multiple residents are attending a conference the expectation is that you will share a room with one of your colleagues.

You may stay for additional days if your rotation supervisor and the PD have approved those days, and depending on the rotation you are on i.e. required vs elective (remember that rotations like development, adolescent are required), however you are responsible for all your hotel and other expenses for those additional nights. The chief residents also need to be aware. It is expected that you will arrange coverage after the schedule has been made, although the chief residents will do their best to assist in case you are having difficulty covering those shifts.



#### **I will need the following after your return from the trip:**

- Itemized receipt (Folio) **from the hotel after check-out** showing a zero balance
- Proof of payment (credit card/bank statement verifying charge)
- If you share a room with a person not on University business, you must provide documentation of a single room rate. (you will only be reimbursed for the single person rate)

- ❖ Per new UF Travel Policy – Hotels **MUST** be booked through UF Go for reimbursement **EXCEPT** for conference hotels. Those should be booked directly through the conference website and the above information provide after your return.



#### **After your return**

After you return from your trip and provide me with all of the above information, I will complete the **Travel Expense** Report for your reimbursement in UF Go. I will notify you when the report is ready and you will have to log into UF Go to submit. This whole process can take approximately 30 days or longer for full completion.

Travel Expense (reimbursement) must be submitted in UF Go no later than 60 days after travel in order to receive payment. The university has taken a firm stance on this based on some IRS requirements. However, the paperwork for reimbursement has to go through several steps BEFORE it gets reimbursed. **That means you MUST get me your reimbursement packet within ONE week of your travel or you may not be reimbursed.** These timelines must be followed unless there was some emergency barring you from submitting your expenses, otherwise you may NOT be reimbursed.

**\*\* Please note the University does not allow travel to be booked through vacation package web sites and/or third party vendors. All travel MUST be booked through UF Go unless clearly stated otherwise above. The use of one of these sites to book your travel could result in non-reimbursement. \*\***

<sup>1</sup>To create a UF GO account **ALL TRAVELERS MUST** complete the required training **Introduction to UF Go (UGO100)** in the UF **MyTraining** system. Log into your myUFL account. From the Navigation Bar select Menu>My Self Service>Training and Development>mytraining. Once you are in myTraining, search for UGO100 and complete training. You will be granted access to UF Go (Concur) after a day or two. To log into UF Go you can click on the link below:

<http://www.concursolutions.com>