

UWF Board of Trustees Travel Guidelines

To view the full statute Title X, Chapter 112.061, you may access www.flsenate.gov/statutes/index.cfm.

NOTE: You may not be reimbursed for everything that you charge.

Options for reservations -

Faye can make all reservations and pay for lodging, flight and rental car in advance. If you make your own reservations use the guidelines below and return receipts to Faye. However, to stay within our proposed budget, please submit your request to Faye at least 3 weeks prior to travel.

(850) 474 2009 or fbowers@uwf.edu

Approved expenditures include airfare, rental car or mileage, and meals for attendance at the UWF Board of Trustees meetings and UWF day at the capitol.

Items NOT Reimbursable	Items Reimbursable
Phone calls Not related to UWF BOT	Airfare
Laundry service	Lodging
In room movies	Rental Car
Entrance to private clubs, theatres, sporting events	Fuel for Rental Car
Alcoholic beverages	Meals (\$21 a day or submit receipts for full reimb)
Travel/mileage unrelated to UWF BOT	Tolls/Parking/Taxi Cabs/Portage
UWF events (such as commencement) unless you are speaking at the event on behalf of UWF	Mileage (if you use your personal vehicle.)
	AGB Registration/Conference on Trusteeship
	Expenses for speaking on behalf of UWF BOT

Airfare –

- Any airline. Coach only.

Lodging –

- Residence Inn (479-1000) University Mall, Hampton Inn (487-1123) at Airport; Residence Inn (432-0202) Downtown
- \$4 maximum portage

Meals –

- Per Diem is \$3 Breakfast, \$6 Lunch and \$12 Dinner.
- You may not be reimbursed for meals, other than per diem, if you do not submit receipts.

Rental Car –

- Avis – The State of Florida has a contract through June 30, 2009. AWD # A113400 is the number you input to reserve www.avis.com. Avis – Insurance coverage is included.
- Any rental car company may be used. Seek the best price.
- Return gas receipts to Faye for reimbursement if rental agency does not reimburse

Personal Vehicle, parking/tolls/taxi –

- You may be reimbursed .29 cents per mile.
- You may be reimbursed for parking/highway tolls/portage and taxi cabs with appropriate receipts

Required Forms/paperwork

- Receipts for all expenses for which you seek reimbursement
- Travel Authorization Form which covers you for insurance purposes
- Travel Log is required for mileage reimbursement.