Resolution 2019-2020-5 Travel Policy Guidelines for Faculty

Whereas, faculty travel on official business requires strict following of University policy and involves considerable paperwork and approvals at various levels; and

Whereas, the UCF Travel Manual is intended for use by faculty who travel on official University business, by members of the faculty’s unit that approve and oversee travel, and by members of the UCF Finance and Accounting Department that oversee travel procedures across the University; and

Whereas, the UCF Travel Manual does not provide sufficient clarity for many situations that arise or may arise specifically for faculty as they perform their duties while traveling on official business; and

Whereas, the application of UCF travel policy differs significantly between units in areas such as the issuance of University Purchasing cards (P-cards) to traveling faculty, booking air fare tickets and hotel rooms in advance of travel with UCF-approved funds, advance payment of 80 per cent of estimated lodging and meals expenses for faculty traveling for more than five days, and the level of flexibility allowed for the initially planned budget; and

Whereas, such lack of clarity and inconsistencies in travel policy application creates unnecessary burdens and difficulty for the travel faculty; therefore

Be it resolved that the Finance and Accounting Department, in consultation with stakeholders, will develop a clear set of guidelines for traveling on UCF business. The guidelines will clearly explain to the traveler the policies and procedures for travel, including without restriction information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed; and

Be it further resolved that the Finance and Accounting Department assess the implementation of travel procedures across the university and take appropriate action to ensure uniformity.

Approved by the Faculty Senate Steering Committee on April 4, 2019.
Approved by the Faculty Senate on April 18, 2019.