

Faculty Senate Personnel Committee

Wednesday, November 07, 2018

11:30 am – 12:30 pm

Location: Millican Hall room 395E

AGENDA

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of October 3, 2018 meeting
- 5) Announcements and recognition of guests
 - a. COACHE survey available at <https://facultyexcellence.ucf.edu/coache/>
- 6) New business- *Topics to consider*
 - a. Summer work assignments outside of paid work time
 - 10-Summer Workload
 - b. Travel policy
 - 12- Travel policy concerns
 - 13- Travel Manual
- 7) Returning Topics

Joint appointments:	update: Steve King
Telecommuting Policy:	update: Steve King
Reward and accountability for Service:	update: Steve King
Evaluation of endowed chairs:	Subcommittee report
14- Procedure for Renewal of Endowed Chairs	
- 8) Other Topics
 - Non Tenure Track faculty promotion policy revision- discussion
- 9) Preview of Topics for upcoming December 5th meeting

COACHE survey	discussion: Jana Jasinski
Faculty Retention	update: Jana Jasinski
Program Review:	update: Steve King
Faculty Salary Compression Survey:	update: Steve King
Payment Structure for Awards:	update: Karol Lucken and J. Scott Carter
- 10)Adjournment

Faculty Senate Personnel Committee

Meeting Minutes

Wednesday, October 3, 2018

11:30 am – 12:30 pm

Location: Millican Hall Room 395-E

Call to Order: 11:30

Present: Stephen King (chair), Robert Folger, Karol Lucken, Martine Vanryckeghem, Romain Gaume, Yoon Choi, Michael Proctor, Muyunghie Kim, Vladimir Solonari, Alfons Schulte, Blake Scott, Nora Warshawsky, Edwin Torres, John Venecek

Guests: Jana Jasinski, Lucretia Cooney, Karla Amaro, Aimee deNoyelles

Note taker volunteered- Karol Lucken

1) Review Minutes of Previous Meeting- Minutes amended to include “unit members” in Item 5 a ii.” Approved

2) Announcements:

a. None

b. Guests Recognized

3) New Business/Topics for Discussion:

a. Policy and procedures regarding Promotion and Tenure Resolution 2017/2018-7

Faculty Excellence requested clarification on whether this resolution only applied to tenure earning faculty/promotion from Assistant to Associate. It was clarified that this applied to all in-unit cases both tenure earning (Assistant Professor to Associate Professor) and tenured (Associate Professor to Full Professor). An additional question was posed by Faculty Excellence as to whether we would be taking up the issue of promotion for out-of-unit faculty and whether these cases would still be forwarded to the University T & P Committee. It was communicated that it was not on the current “to do” list for this semester but would take it up in the near future.

b. Telecommuting Policy

It was agreed that the existing “Telecommuting Program Manual”/policy was relatively clear and that this manual should be more widely distributed to educate unit heads and other employees on the terms and conditions of being permitted to telecommute. Other details that were in question necessitated that the issue also be referred to the representative of the Benefits Committee.

c. Out-of-unit Paid Parental Leave.

Discussion of the denial of Resolution 2017-2018-12 as regards cost projections for added employees getting more benefits. This opened broader discussion of benefit disparities between out-of-unit (e.g., College of Medicine) and in-unit faculty who are assigned and expected to perform comparable research, teaching, and service duties. Continued discussion will be had with the Chair of the Benefits Committee.

d. Out-of-unit Faculty and Status for Awards Designated for In-unit Faculty.

This presented another case of disparity between two groups of faculty. Out of unit do not qualify for TIP, RIA & SOTL and other awards (e.g., Pegasus Professor) because those awards are part of the CBA. Currently reviewing exacting wording of CBA regarding which awards apply to in-unit only.

e. Joint Appointments Between In-unit and Out-of-unit Faculty

The problem was how to determine whether a faculty member held the status of In/Out of unit when joint appointments were involved. This has been an issue for some of the recent cluster hires. It was considered to be particularly problematic for any faculty given 50/50 status.

f. Reward and Accountability for Service

There was a motion to return the proposal to the Steering Committee for clarification as there were overlapping and conflicting issues being presented. A friendly amendment was also proposed that the scope of the concern presented in the proposal be limited to service on Faculty Senate committees. Both motions were approved unanimously.

- g.** Next meeting will cover the remaining agenda items. Specifically, time did not permit discussion of Summer Work Assignments and Travel Request Policy. Regarding the travel issue, it was suggested that Dr. Solonari prepare a summary outlining the problem as he sees it and present it to the committee at the next meeting.

8.6 Supplemental Summer Appointments.

(a) Policy. Supplemental summer appointments, when available, shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable. Course offerings and summer assignments will be made taking into consideration programmatic needs, student demand, and budget availability. The criteria shall be made available in each department or unit.

(b) Compensation. Compensation for summer employment shall be twelve and one half percent (12.5%) of the employee's 9-month base salary for the first three credit hours of summer assignment, including teaching, research, and service; twelve and one half percent (12.5%) of the employee's 9-month base salary for the second three credit hours of summer assignment, including teaching, research, and service; and eight percent (8.0%) of the employee's 9-month base salary for the third three credit hours of summer assignment, including teaching, research, and service. Courses of greater or fewer than three credit-hours shall be prorated. Supplemental summer assignments, like those for the fall and spring semesters, include the normal activities related to such an assignment as defined by the department/unit and the nature of the course, including office hours, course preparation, curriculum development, lectures, evaluation of student efforts, academic advising, research, and department, college, and University committee meetings. Supplemental summer appointments also include activities such as thesis or dissertation supervision, directed individual studies, and/or supervision of student interns.

(c) When an employee is not provided a supplementary summer appointment, the employee is not obligated to perform any normal duty or activity for the university during the summer.

(d) Supplemental summer appointments shall be made in accordance with Section 1012.945, Florida Statutes (the "twelve hour law").

8.7 Overload Appointments. Overload compensation is defined as compensation for any duties in excess of a full appointment (1.0 FTE). Available overload compensation appointments within the University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow voluntary acceptance or rejection. Courses of greater or fewer than three credit hours shall be prorated.

(a) An employee's overload compensation for teaching a three credit hour course in a premium tuition program shall be eleven and one half percent (11.5%) of the mean academic year salary of the tenured and tenure-earning employees in the employee's department/unit.

(1) If the employee's department/unit does not offer tenure, the compensation for a three credit hour course shall be eleven and one half percent (11.5%) of the mean 9-month salary of the faculty pay plan employees in the department/unit.

Select Year: 2011

The 2011 Florida Statutes

[Title XLVIII](#)
K-20 EDUCATION CODE

[Chapter 1012](#)
PERSONNEL

[View Entire Chapter](#)

1012.945 Required number of classroom teaching hours for university faculty members.—

(1) As used in this section:

(a) "State funds" means those funds appropriated annually in the General Appropriations Act.

(b) "Classroom contact hour" means a regularly scheduled 1-hour period of classroom activity in a course of instruction which has been approved by the university.

(2) Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university. However, any faculty member who is assigned by his or her departmental chair or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his or her salary paid from state funds bears to his or her total salary. In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for nonclassroom duties with classroom contact hours. "Full-time equivalent teaching faculty member" shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions of this section; and colleges of medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association, the American Bar Association, or other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements of accreditation.

History.—s. 783, ch. 2002-387.



Faculty Activity System (FAS)



Contact Hour to FTE Conversion Table

You can utilize the chart below as a quick reference of the appropriate “Contact Hour” to “Acceptable FTE” conversions.

Contact Hours	Acceptable FTE Range
0.12	.005-.01
0.25	.01-.02
0.5	.02-.04
1	.04-.08
2	.08-.16
3	.12-.25
4	.16-.33
5	.20-.40
6	.24-.50
7	.28-.58
8	.32-.66
9	.36-.75
10	.40-.83
11	.44-.91
12	.49-1.00

Dear Stephen:

I am writing to you in pursuance of our conversations in the last two committee meetings concerning travel policy application at UCF. In the meantime, I made some research and came to the following preliminary conclusions:

There are two areas in which UCF travel policy does not seem to be applied uniformly throughout all units. The first concerns the right of the faculty and staff who travel on business reasons five days or more to receive eighty per cent of their per diems before their travel starts. As far as I understand this, in some units this is a usual practice while in others it has never been an option. Second, while in some units airfare and hotel are routinely paid in advance by the units in behalf of the travelling faculty and staff, in others the usual practice is that travelers themselves front those payments and receive reimbursement upon their return, a process which may be drawn-out and even tricky.

It looks like there is an insufficient clarity as to how detailed requests for appropriation must be. While travel manual (separate handout) provides that travel expense in the amount of \$25 or less does not require documentation, in some units initial requests are expected to include all expenses, even so small as taxi payments of \$25 or less.

I would suggest that the committee hold a hearing on these issues with the view of clarifying and making more uniform application of the UCF travel policy throughout all units.

Best regards,

Vladimir Solonari



Travel Manual

TABLE OF CONTENTS

Page

Contents

PART A: INTRODUCTION/ TRAVEL REIMBURSEMENT SUMMARY	3
PART B: OUTLINE OF PROCEDURES	5
PART C: TRAVEL PURCHASE ORDER	5
PART D: TRAVEL ARRANGEMENTS	6
Airfare/Common Carrier	6
Vehicle Rental/Enterprise/National.....	6
Use of Rental Vehicles Provided by Other Than Enterprise/National.....	7
50-Mile Rule	8
Hotel Accommodations.....	8
Conferences and Conventions.....	8
Registrations Fees	8
PART E: TRAVEL ADVANCES.....	9
PART F: VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES “REIMURSEMENT”	10
PART G: PER DIEM AND MEAL ALLOWANCES.....	12
PART H: USE OF PERSONAL VEHICLE	14
PART I: OTHER INCIDENTAL TRAVELING EXPENSES	14
PART J: PERSONAL TRAVEL.....	16
PART K: TRAVEL UNDER SPECIAL CIRCUMSTANCES.....	16
PART L: FOREIGN TRAVEL	16
PART M: GROUP TRAVEL PROCEDURES.....	18
PART N: MISCELLANEOUS.....	18

EXHIBITS – to view the exhibits, go to: <http://www.fa.ucf.edu> click on <http://fa.ucf.edu/travel-payables-guidelines/>

PART A

INTRODUCTION

This travel manual has been prepared to familiarize university employees with the travel provisions of Florida Statute 112.061, Florida Administrative Code 69I-42 and UCF policies 3-205.2; 2-903.2. It is the responsibility of the department to inform all travelers (employee and non-employee) who will seek reimbursement from the university of the various travel requirements.

All facets of travel are to be by the most efficient and economical means. Travel reimbursement vouchers are processed by Finance and Accounting (F&A) in compliance with Florida laws and the policies and procedures of the University of Central Florida. Additional documentation and/or justification may be required to support reimbursement of expenses claimed. F&A may make positive or negative adjustments to reimbursement requests, as necessary, to comply with the applicable statutes, policies, and procedures.

If the receipts described in the manual are unavailable, other forms of back-up may be permissible with justification so that reimbursement of the expense can still take place. F&A will make all reasonable efforts to approve reimbursement to the traveler.

All travel is contingent upon available budget and department/project approval. This travel manual in no way obligates the University to provide all allowable expenditures in connection with approved travel.

TRAVEL REIMBURSEMENT SUMMARY

TRAVEL AUTHORIZATION

- All travel should be approved by the traveler's supervisor (and the principal investigator for projects) before any expenses are incurred.
- The travel purchase order should be completed in the traveler's name or that of the group leader if group travel is involved.

30-DAY RULE (see exhibit M for sample memo)

- Employee travel for more than 30 business days to a single location requires provost approval.

50-MILE RULE

- An overnight stay within 50 miles of the traveler's headquarters or home (whichever is closer to the destination) cannot be reimbursed without the written approval of the provost.

AIRFARE

- Airline tickets should be economy or coach class, including all reasonable costs associated with economy and coach class, and a paid receipt should be submitted. Reasonable costs include but are not limited to baggage fees and seat selection fees (not seat upgrades).
- A traveler is allowed up to three hours before a flight as travel time to the airport and up to two hours after a flight as travel time home for both domestic and foreign travel.
- UCF business should begin the day of or the day after the traveler arrives at his or her destination. The traveler should return to headquarters the day of or the day after business ends.
- If a flight change occurs, the original itinerary and the revised itinerary should be submitted to F&A to support any change fees or monetary changes in airfare.
- Quotes are required if there are personal days before or after the trip to ensure additional costs are not incurred by the university for personal expenses and if circumstances require travel arrangements to be made outside of this policy. If a quote is required please submit the summary page of the quoted search results including comparable dates and times of the actual travel.

TRAVEL ADVANCES

- Travel advances can be obtained by employees to cover 80% of their meals and lodging cost for a trip over 5 days in length, if needed.
- Reimbursement for a trip that included a travel advance is required by the Florida Administrative Code 69I-42.005 to be submitted within 10 business days after completion of the trip.

MEALS

- Meals are paid at the following rates: Breakfast \$6, Lunch \$11, and Dinner \$19 (no receipts are required). In order to be paid meals, the trip has to be an overnight trip or longer. Day trip meals are not reimbursed.
- A traveler claiming less than the full meal allowance or per diem authorized by Section 112.061(6), Florida Statutes, shall include on his travel voucher a statement that he understands that he is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.

HOTELS

- Hotel rooms should be paid at the single room rate and should have an itemized bill showing payment to be reimbursed. Room rates should be reasonable for the area of the country in which the traveler is visiting.
- Normally, a limit of \$200 per night applies to cities in the United States, unless a conference hotel is used. Foreign per diem rates apply to hotels in foreign cities.
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

PER DIEM

- For domestic travel, in lieu of meals and lodging, a traveler may be paid a straight per diem rate of \$80.00 for the day with no receipts per Florida Statute 112.061.

GROUND TRANSPORTATION

- Rental cars should be obtained through the UCF Enterprise/National contract. A compact car should be rented unless a justification for a larger car is submitted with the reimbursement.
- Mileage is paid at the rate of \$0.445 cents a mile when the traveler's personal vehicle is used. If the traveler chooses to drive, the amount of mileage reimbursement will be limited to the amount it would have cost to fly per Florida Statute 112.061 Supporting documentation must be attached to the submitted reimbursement showing comparable allowable transportation costs.
- If a family member drives the traveler to the airport in the traveler's personal vehicle, round-trip mileage and tolls from the traveler's home to the airport is permissible.

INCIDENTAL EXPENSES

- Taxi, toll, and parking over \$25.00 per occurrence require a receipt.
- Tips for taxis will be reimbursed at a rate of 15% of the cost of the taxi ride.
- Baggage tips for skycaps and bellman can be reimbursed at a rate of \$1.00 per bag, up to 5 bags.

CONFERENCES/SYMPIOSIUMS

- Registrations that include additional events may be allowable with an explanation as to why it was beneficial to the university for the traveler to attend.
- A traveler attending a conference should send in the following items with his or her reimbursement request: a registration form; a receipt showing payment of the registration; and the agenda or conference information showing where the conference is taking place, the days of the conference, and what is included in the cost of the registration.
- The traveler cannot claim meals or lodging included in the registration fee.

NON-ALLOWABLE ITEMS

- Items that are not reimbursable:
 - Personal travel insurance
 - Rental car insurance options (if other than Enterprise / National is used, traveler should get Collision Damage Waiver insurance (CDW), or renting outside of the U.S.)
 - Personal telephone calls and non-business Internet service
 - Personal expenses
 - Gas for traveler's personal vehicle (covered by mileage reimbursement)
 - Travel costs between home and official place of work (commuting mileage)

- Fines for parking or traffic violations
- Room service
- Movie rentals
- Alcoholic Beverages
- Loss or damage to personal items
- Tips to hotel cleaning staff
- Travel to countries deemed a State Sponsor of Terrorism. For a list of countries, see: <https://www.state.gov/j/ct/list/c14151.htm>

PART B

OUTLINE OF PROCEDURES

The following is an outline of steps that should be followed in preparation for a trip and subsequent reimbursement of travel expenses.

1. Make sure to obtain provost approval for employee travel more than 30 days to a single location or travel within 50 miles of headquarters prior to initiating the travel requisition. (See exhibit M for sample memo)
2. Prepare a requisition for a travel purchase order utilizing the UCF Financials/PeopleSoft online requisition process. See either Exhibit A for a flowchart on initiating a travel requisition or Addy Notes on the F&A Web site (https://financials.ucf.edu/wp-content/uploads/sites/4/Creating_a_Travel_Req.pdf).
3. Purchase airline tickets and make lodging reservations (if applicable).
4. Prepare an Invoice/Payment Transmittal, Form 41-909, for advance payment of registration fees (if applicable).
5. Prepare a travel advance form 41-552 (if travel is more than five days and when authorized). <http://fa.ucf.edu/wp-content/uploads/sites/2/41-552.pdf>
6. Reserve a rental vehicle from Enterprise/National (if applicable).
7. If a Voyager gasoline credit card will be needed (these cards are for use only with UCF vehicles), an authorized employee should go to <http://fa.ucf.edu/wp-content/uploads/sites/2/41-963.pdf> and fill out the Voyager request form. Once the form is completed, send the original to F&A via the PCard mailbox at PCard@ucf.edu. It usually takes five to seven business days for the card to be received from Voyager. You will be notified when the card is available to be picked up in F&A. Each card is assigned to a specific university vehicle and should be used only for that vehicle. It is to be used to purchase gasoline only at facilities that accept Fleet credit cards. Most large station chains accept Fleet cards.
8. Once travel is completed, prepare the Voucher for Reimbursement of Traveling Expenses (Reimbursement Voucher). (Forms 41-901, 41-901 2pg or 40-901pc located at <http://fa.ucf.edu/travel-payables-forms/>)
9. Submit Reimbursement Voucher and supporting documents/receipts to F&A, Travel Payables, for processing within 10 business days after the travel has ended. Reimbursements may be submitted electronically to travelfa@ucf.edu (preferred method) or inter campus mail to F&A Travel Payables.

PART C

TRAVEL PURCHASE ORDER

1. The Travel Purchase Order is the university’s formal document for approval to incur travel expenses. Prepare a requisition for a Travel Purchase Order utilizing the UCF Financials/PeopleSoft Online requisition process. The Travel Purchase Order should be made payable to the traveler. All anticipated costs associated with the travel should be included in the amount requested. A Travel Purchase Order is not required if there will be no expense to the university. The use of more than one department/project is permissible for an individual trip PO or a group PO, but there should be only one Travel Purchase Order per trip. The department is required to certify at the time the requisition is created that the supervisor’s approval (and the principal investigator for projects) for the trip has been obtained.

2. **THREE TYPES OF TRAVEL PURCHASE ORDERS.**
 - a. **Blanket purchase order.** A blanket purchase order may be set up when an employee performs numerous trips to the same destination or for vicinity travel in the State of Florida. A blanket purchase order may be set up for a fiscal year or shorter period; however, all blanket POs will expire at the end of the fiscal year (June 30) or, in the case of grants/projects, on the date that is specified. A blanket travel purchase order should be for a minimum of \$100.00 and should be assigned to a single department/project number.

 - b. **Individual trip purchase order.** An individual trip purchase order is for a one-time trip for one individual. A trip consists of travel from headquarters to destination(s) and return to headquarters.

 - c. **Group purchase order.** A group purchase order will cover a one-time trip for two or more individuals traveling at the same time to and from the same location for the same purpose.

3. **TRAVEL CATEGORY CODES.** Category codes should be entered for each line of the travel requisition and should match the expense type.

<u>Category Code</u>	<u>Description</u>
99007001	Registration
99007002	Airfare
99007003	Hotel
99007004	Travel Advance
99007005	Meals
99007006	Per Diem
99007007	Mileage
99007008	Car Rental
99007009	Parking
99007010	Taxi/Tolls/Shuttle
99007011	Business Calls /Internet
99007012	Training Matl./Exhibit Matl./Presentation Matl.
99007013	Passport/Visa/Immunizations/Conversion Fees

4. **ENCUMBRANCE.** The system will encumber (or hold) the amount of the PO to ensure availability of funds for reimbursement of expenses incurred. If the PO is no longer required, an e-mail should be sent to travel payables at travelfa.ucf.edu for it to be closed. Any funds not spent will revert to the respective department/project.

5. **CHANGE ORDER.** If money needs to be added to a blanket travel PO or if an expense type or an additional department or project number needs to be added to any type of travel PO, a change order should be initiated by the department. In the description field of the new requisition, please note "Change Order to PO number (the number of the PO that money will be added to)." A change order to an already closed PO is not possible. The travel payable processor may add a line to the voucher to expedite payment rather than delay the travel reimbursement process.

PART D

TRAVEL ARRANGEMENTS

1. **AIRFARE/COMMON CARRIER.** Travelers are authorized to make their own travel arrangements per the guidelines set forth by Florida Statute 112.061, the Florida Administrative Code 69I-42 and policies 2-903.2 and 3-205.2 of the University of Central Florida. Airline tickets should be economy or coach class tickets.

Upgraded Airline Tickets. Travelers preferring to secure upgraded accommodations should pay the difference between the non-refundable economy/coach rate and the upgraded rate. The cost of an upgraded ticket cannot be reimbursed unless justified in detail and approved by F&A. Any tickets such as preferred seating, comfort seating, extra leg room, etc. that require an additional cost in any class will not be allowed. First class transportation is not allowed. Business class travel is acceptable if at least one segment of the flight shown on the purchased ticket is 9 hours or more, and full time business activity begins within 24 hours of arrival. Cost considerations should be exercised when making reservations and must be approved by the appropriate individual within the department/project and Vice President.

Changing or Canceling Airline Tickets. Once a ticket has been purchased using university funds, it is the responsibility of the department/traveler to check with the airline for its policy on changing travel dates or canceling the ticket. Any cost incurred to UCF for changes to an airline ticket should be justified. If a trip is canceled, the traveler is to return all unused airline tickets purchased by UCF to the department with a memorandum explaining the cancellation of the trip. The traveler should submit both the original and revised ticket itineraries and receipts with the reimbursement request.

Receipts. A copy of the airline ticket itinerary giving dates and times of arrival and departure as well as a receipt showing payment should be attached to the reimbursement voucher sent to F&A.

2. **VEHICLE RENTAL - ENTERPRISE/NATIONAL.** The State of Florida has a contract with Enterprise/National, and this should be the rental agency of first choice. This contract is applicable for rentals in the U.S. including Hawaii, Alaska and Puerto Rico

Enterprise/National Billing Number. To have an Enterprise/National unique billing number assigned to a UCF PCard, e-mail the request to travelfa@ucf.edu and attach the completed Electronic Billing Agreement located on the F&A Travel Payables site under forms. A department's UCF PCard holder, by using the Enterprise/National unique billing number assigned to the card, can make a reservation for an employee traveler who does not have a PCard and for a non-UCF employee traveler as well.

Enterprise/National Vehicle Classes. Under normal travel conditions, the vehicle sizes listed below should be used. If there is a deviation from the size chart, a justification should be submitted with the reimbursement voucher.

Enterprise/National Reservations. When making a reservation, specifically request for the UCF contract rates by using contract number **07C1201**. To assure economy vehicles are reserved, the request should be by vehicle class rather than vehicle make and model.

VEHICLE CLASSES:

Economy or Compact	1 – 2 travelers
Intermediate	3 – 4 travelers
Full Size	5 travelers
Mini Van	5 – 7 travelers
Regular Van	8 + travelers

Reservations: Call 1-800-261-7331, or use the customized link below:

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=UCF1201

Account Service Representative: Irina Zheltushko, 407-447-7999

Enterprise/National UCF Contract number: 07C1201 is to be used when performing business on behalf of UCF. For car rental rates go to [http://fa.ucf.edu/wp-](http://fa.ucf.edu/wp-content/uploads/sites/2/Enterprise_Business_Rental_PREFERRED_Rate_9_30_15.pdf)

[content/uploads/sites/2/Enterprise Business Rental Preferred Rate 9 30 15.pdf](http://fa.ucf.edu/wp-content/uploads/sites/2/Enterprise_Business_Rental_PREFERRED_Rate_9_30_15.pdf).

Enterprise/National UCF Employee Personal use discount number: KC4256; Employees wishing to take advantage of the state discounted rates for personal use only. Please note that insurance is not included in the employee discount rate.

Enterprise/National UCF Student Personal use discount number: L078011; Students wishing to take advantage of the state discounted rates for personal use only. Please note that insurance will need to be added at an additional cost and is not included in the student discount rate.

Collision Damage Waiver (CDW). A traveler may not be reimbursed for accepting CDW when using the State of Florida contract, as this coverage is included in the contract. When circumstances require use of another vehicle rental agency, CDW should be accepted **if** this coverage is not included in the rental agreement. When renting vehicles from Enterprise/National, outside of the U.S., the traveler should accept CDW, if available.

Personal Accident Insurance (PAI)/Additional Liability Insurance (ALI). A traveler cannot be reimbursed for additional insurance as insurance coverage is already included in the Enterprise contract.

Accidents. The rental contract includes 100% coverage for all collision damage to vehicles. Promptly take the following action concerning vehicle accidents:

- (a) Report accident to rental vendor
- (b) Obtain police report
- (c) Advise the traveler's UCF department, who then should advise UCF Environmental Health & Safety (407-823-6300)
- (d) If a UCF employee is injured, contact Human Resources (407-823-2771)

3. USE OF RENTAL VEHICLES PROVIDED BY OTHER THAN ENTERPRISE/NATIONAL WHEN RENTING IN THE CONTINENTAL U.S. This contract does not prohibit the use of rental vehicles that have lower net rates, inclusive of primary insurance coverage. Insurance should be purchased when vehicles are rented from companies other than Enterprise/National.

When Enterprise/National cannot provide vehicles, or because time or distance to the nearest Enterprise/National location, is not cost effective and/or practical to use then another car rental company may be chosen. UCF requires justification if another agency other than Enterprise/National is used.

4. **THE 50-MILE RULE.** A traveler may not claim reimbursement for meals or lodging for overnight travel within 50 miles of the traveler's headquarters or residence, whichever is closer to the traveler's destination, unless approved by the provost.
5. **HOTEL ACCOMMODATIONS.** Lodging expenses qualify for reimbursement at a single-occupancy rate and should be substantiated by itemized paid receipts. Lodging rates should be reasonable for the area of the country in which the travel occurs. A traveler may not be paid for more than one lodging expense per night, reimbursements are paid based on actual lodging and meal per diem or at the per diem rate of \$80 per day. Normally, a limit of \$200 per night applies to cities in the United States, unless a conference hotel is used. Foreign per diem rates apply to hotels in foreign cities.
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
6. **CONFERENCES AND CONVENTIONS.** A traveler attending a conference should send in with his or her reimbursement request the following: a registration form, a receipt showing payment of the registration, and the agenda or conference information showing where the conference is taking place, the days of the conference, and what is included in the cost of the registration.
7. **REGISTRATION FEES.** An advanced payment of a registration fee to attend a conference, convention, or any other event is frequently required prior to the date of the event. An approved PO is needed before an advance payment can be made by F&A via a university check or by university PCard. The department needs to submit the following documents to the Travel Payables at least three weeks prior to the due date for the registration fee to be paid by check:
 - A completed and signed Invoice Transmittal, Form 41-909
 - A completed registration form, including the fee schedule

If paid by the traveler, the cost of the registration should be included on the travel reimbursement voucher under the incidental expenses column.

The traveler cannot claim meals and/or lodging expenses included in the registration fee. The cost of a meal function or special event not included in the registration fee may be reimbursed if business justification for attending is provided.

If a registration fee is not paid by UCF, a receipt is not required, but a copy of the agenda and general information about the conference should be provided.

8. **TRAVEL EXCEPTIONS.** When customarily approved travel methods are not available the traveler or the designee making travel arrangements must document the justifications for not following State and University travel guidelines. Examples of appropriate supporting documentation would be screen shots of the available travel options at the time of purchase of airline tickets, rental car reservations or hotel accommodations showing all available options. University regulations do permit exceptions for medical reasons (on a case-by-case basis). A memorandum of approval from the UCF Office of Institutional Equity or OIE office should be attached to the RV.

PART E

TRAVEL ADVANCES

1. GENERAL. Only UCF employees may request a travel advance.
2. ADVANCES. The following are required in order to process a travel advance:
 - The travel should be for a duration of five days or more.
 - A travel advance cannot exceed 80 percent of the estimated meals and lodging expenses that will ultimately be reimbursed to the traveler.
 - A traveler may not have more than one travel advance outstanding at any time.
 - Traveler and/or Departmental Responsibilities:
 - a. The travel PO and Application for Advance on Travel Expense, Form 41-552, should be submitted to Travel Payables 21 days in advance of the departure date in order to ensure sufficient processing time.
 - b. A reimbursement voucher is required to be completed within ten working days after the trip ending date.
 - c. If the advanced funds are in excess of the total expenses of the travel, the excess should be deposited by the department accountant to the Cashier's office within ten working days of the trip ending date.
 - d. A copy of the Cashier's Office documentation and a copy of the Form 41-552 should be attached to the reimbursement voucher.
3. FIELD ADVANCES FUNDED BY SPONSORED RESEARCH.
 - In accordance with Florida Statute 1004.22(12), field advances can be obtained by Principal Investigators (PI) to perform research at a remote site that is so far removed from the university as to render normal purchasing and payroll functions ineffective.
 - A field advance memo approved by the Provost, or his/her designee, and a power of attorney from the PI is required to receive advance. Any special circumstances, such as incremental disbursement of the advance, should be included in the memorandum of approval for the advance.
 - The total amount of the advance is to be reconciled within fifteen (15) work days of return to UCF from the remote site or within fifteen (15) work days of the end of the activity requiring the advance.
 - A second advance should not be issued until the previous advance has been settled and reconciled by the Principle Investigator.
 - Receipts should be maintained and submitted for any currency exchanges.

PART F

VOUCHER FOR REIMBURSEMENT OF TRAVELING EXPENSES

1. GENERAL. The Voucher for Reimbursement of Traveling Expenses (Form 41-901), commonly referred to as "Reimbursement Voucher" or "RV," is the university's document used to reimburse travelers for expenses incurred while on official travel. The reimbursement voucher should include original receipts (copies, if paid by UCF PCard) for all expenses incurred in connection to the travel along with a copy of the conference agenda showing the dates and activities of the conference.
2. INSTRUCTIONS FOR PREPARATION OF REIMBURSEMENT VOUCHER. The following are specific instructions for completion of the reimbursement voucher. See Exhibits D, E, and F of the Travel Manual.

Vendor - Complete name of the traveler.

Vendor ID number - Vendor ID number of the traveler (For employees, this is EMP followed by the employee's ID number).

Headquarters – For employees, this is the city/campus in which the traveler's assigned office or place of work is located. If the traveler is stationed in another city for a period of 30 continuous workdays or more, such city will become the official headquarters and the traveler will not be allowed to receive further per diem or subsistence unless specifically approved by the provost. For non-employees, their headquarters is their city/state of residence.

Is Traveler a U.S. Citizen? Mark yes or no as to the status of the traveler's US citizenship.

Prepared by - Name of individual preparing this form.

Phone number - Complete phone number of the preparer.

Bldg. & Rm - The building name and the room number (**not** the building number).

Campus +4 zip - Campus location (example, Main 2210, Daytona 0800).

Check One – Identify if the traveler is an employee or non-employee during the time period of this travel?

PO number - The travel purchase order number issued by F&A through the online requisition.

Dept./Project number - Department or Project number(s) to which the travel expenses will be charged.

Residence (City, State) - The home city and state of the traveler.

Date - Enter the date, including the year, on a separate line for each day that the traveler is away.

Travel performed from point of origin to destination - The first line will show the city and state where the travel originated to the traveler's destination. Show the traveler's location each day. The last line will show the city and state where the traveler ended the trip. For example, if a traveler whose headquarters is UCF Main Campus spends three days in Norfolk, VA, and two days in San Diego, CA, starting January 1, this column (and date of column) will look as follows:

1/1/2008	UCF Main Campus (Orlando, FL) to Norfolk, VA
1/2/2008	Norfolk, VA
1/3/2008	Norfolk, VA to San Diego, CA
1/4/2008	San Diego, CA
1/5/2008	San Diego, CA to UCF Main Campus (Orlando, FL)

Purpose or reason - Indicate the specific purpose of the travel. The name of organizations, conferences, or conventions should be provided in full. Do not abbreviate.

Hour of departure - The time of day or night the traveler leaves his/her headquarters to commence travel. When

traveling by air, the university allows up to three hours prior to scheduled departure time for travel to the airport.

Hour of return - The time of the day or night the traveler arrives back at his/her headquarters to end travel. When traveling by air, the university allows up to two hours after the scheduled landing time for travel from the airport.

Meals - In order to qualify for meal reimbursement, travel should be for an overnight or longer stay to a location over 50 miles from headquarters. See PART G of the Travel Manual: PER DIEM AND MEAL ALLOWANCES.

Per Diem or actual lodging expense - If claiming the \$80 per diem rate, enter the full amount of \$80 or fraction thereof as shown in PART G of the Travel Manual. If claiming meals plus lodging, enter the amount of lodging for each day.

Map mileage claimed – Mileage between locations may be obtained from an online mileage provider or taken from the mileage chart in the travel manual (see Exhibit H). Round mileage for each day to the nearest whole number. Enter the total number of miles at the bottom of the column. Multiply the total number of miles by the mileage allowance (\$0.445). When the traveler is riding with someone else or using a university-owned vehicle, the traveler is not entitled to a mileage allowance. A traveler will not be reimbursed for mileage or other transportation expenses when the cost of the trip is paid by another source. All travel should be along the most direct or fastest path.

Vicinity mileage claimed – Use this section for mileage to a secondary destination(s) after reaching the primary destination. Example, traveler went from Orlando to Tampa (this mileage is considered map mileage). Mileage while in the Tampa area on UCF business would be considered vicinity miles.

Other expenses - Enter incidental expenses paid by the traveler with personal funds. This column should include expenses such as taxi fares, parking, porter fees, tolls, etc. and the cost of airfare and vehicle rental. Identify incidental expenses separately. For additional information about required receipts and reimbursable expenses, see PART I of the Travel Manual.

Summary total - Add up each column separately and enter the sum of the columns for Meals, Per Diem or Actual Lodging Expenses, Map Mileage Claimed, Vicinity Mileage Claimed, and Other Expenses.

Less advance received - If a travel advance was paid to the traveler, enter the amount of the advance.

Less adjustments - Enter the total amount of any necessary adjustments resulting from non-reimbursable expenses paid using the UCF PCard.

Net Amount due the traveler - Subtract the amounts entered on the "Less Advance Received" and "Less Adjustments" lines from the Summary Total and if a positive amount, enter it here. This is the amount that UCF will reimburse the traveler.

Net Amount due university - Subtract the amounts entered on the "Less Advance Received" and "Less Adjustments" lines from the Summary Total and if a negative amount, enter it here. This is the amount that the traveler owes UCF and is to be deposited at the Cashier's Office. Provide the Cashier's Office with the

Dept./Project number and the six-digit travel expense account code. Submit a copy of the deposit document with the reimbursement voucher.

Statement of benefit to UCF - Enter how the university is benefited by this trip. Do not leave this blank. This is not the same as the purpose of the travel.

Traveler signature/title/date - Enter the traveler's title. The reimbursement voucher should show the traveler's original or electronic signature. Date shown should be the date the reimbursement voucher was signed by the traveler.

Supervisor signature/title/date - The reimbursement voucher should show the supervisor's original or electronic signature, title, and date signed.

Travel performed by common carrier or UCF vehicle - Include in this section date of travel, the airline ticket number, cities traveled from and to, cost of airline ticket, and airline company (abbreviate, if necessary). Also include here the same data for vehicle rentals. If traveler paid for the airfare or the vehicle rental, omit the amount. In those instances, the amount is shown in the "Other Expenses" column. If using a university-owned vehicle, include the vehicle tag number.

3. SPECIAL TYPES OF REIMBURSEMENT VOUCHERS

SUPPLEMENTAL VOUCHER. If it is discovered, after a reimbursement voucher has been paid, that an item or items of reimbursement were omitted, a supplemental voucher may be submitted as follows:

- (1) Write the words "SUPPLEMENTAL VOUCHER" across the top of the voucher.
- (2) Prepare a supplemental voucher with all the basic information as the original voucher. In the monetary columns, list only the charges that were not originally paid.
- (3) Attach one copy of the original voucher marked "For Reference Only."

PART G

PER DIEM AND MEAL ALLOWANCES

In order to be paid meals or per diem, the trip should be an overnight trip or longer. Day trip meals are not reimbursed. The following are steps to compute the per diem or meal allowance:

SELECT THE PREFERRED METHOD OF PAYMENT

- Meal Allowance Plus Cost of Lodging. Maximum meal allowance of \$36 per day, where applicable, plus the cost of lodging (including tax). Lodging receipts are required. Meal receipts are not required.
- Straight Per Diem. The traveler receives an \$80 flat rate per day to cover the cost of lodging and meals. Lodging receipts are not required. Per Diem is the subsistence allowance that a traveler is authorized to receive when traveling on official business within the United States or Puerto Rico. Per Diem is paid based on 4 quarters of a day, \$20 for each quarter. The quarter periods used are midnight to 6 a.m., 6 a.m. to noon, noon to 6 p.m., and 6 p.m. to midnight. Any time between the times listed are paid at the rate for the period which they fall within. Example: 8 am would be paid using the 6 am to 12 noon time period amount.

Meal Allowance The meal allowance is used to reimburse travelers who claim the actual cost of lodging plus the meal allowance. The allowance is based on the following schedules.

- a. The day of departure:

Breakfast: When travel begins BEFORE 6 a.m.
Lunch: When travel begins BEFORE 12 Noon
Dinner: When travel begins BEFORE 6 p.m.

b. The day of return:

Breakfast: When travel ends AFTER 8 a.m.
Lunch: When travel ends AFTER 2 p.m.
Dinner: When travel ends AFTER 8 p.m.

c. Travelers receiving the meal allowance for a full day will be reimbursed the following amounts:
 Breakfast: \$6.00, Lunch \$11.00, Dinner \$19.00.

d. A traveler claiming less than a full meal allowance or per diem authorized under Florida Statutes is required to include on the reimbursement voucher a statement of understanding his/her entitlement to the full meal allowance provided by law but that the traveler has voluntarily chosen to claim a lesser amount.

e. Travelers who desire to claim reimbursement on actual lodging at the single occupancy rate, plus meal allowances for some periods and per diem (\$80.00) for other periods while on the same trip, may only change methods on a travel day basis (midnight to midnight). The choice of per diem or meals for each day of the trip is the option of the traveler.

Compute Per Diem Allowance See exhibit J.

EXAMPLE

Authorized maximum daily per diem rate: \$80
 Travel schedule is as follows:

July 1	Departs	8:00 a.m.
July 2-5	Away from Headquarters	
July 6	Returns	9:30 a.m.

Per Diem Entitlement for July 1	=	<u>\$60.00</u> (\$80 per diem allowance times 3/4 of the day or 75% since on this day the traveler was away from headquarters three quarters of the day)
Per Diem entitlement for July 2-5	=	<u>\$320.00</u> (\$80 times 4 full days that traveler was away from headquarters)
Per Diem entitlement for July 6	=	<u>\$ 40.00</u> (\$80 time 1/2 of the day or 50%, representing the number of quarters that the traveler was away from headquarters on this day)
Total Per Diem allowance	=	<u>\$420.00</u>

PART H

USE OF PERSONAL VEHICLE

1. GENERAL

- Costs of operation, maintenance, and ownership of a vehicle are the responsibility of the traveler. The university is not authorized to reimburse a traveler for repairs or other related costs incurred while traveling on official business.
- A traveler cannot claim reimbursement for transportation expenses when the traveler is gratuitously transported by another person.
- A traveler cannot claim mileage from the traveler's home to his or her regular place of employment.

2. MILEAGE ALLOWANCE

- Travelers using a privately owned vehicle are authorized to be reimbursed \$0.445 per mile.
- When the traveler uses a private vehicle (automobile, airplane, or other conveyance), the mileage allowance is limited to the most economical fare of a common carrier.
- When leaving from your residence to a work assignment other than your official headquarters or to the airport Monday through Friday, and the departure time is before 7:00 a.m., you may claim actual mileage from your residence. When returning from travel after 6:00 p.m., you may claim actual mileage back to your residence. For other times of the day, mileage should be calculated from your official headquarters or residence, whichever is less. If traveling during a weekend or on a university holiday, your mileage should be the actual miles driven from or to your residence.
- If a family member drives you to the airport in your vehicle, round trip mileage and tolls from your home to the airport are permissible.

PART I

OTHER INCIDENTAL TRAVELING EXPENSES

1. GENERAL. Travelers may be reimbursed for expenses incurred in addition to authorized meals and lodging or per diem. Original receipts (copy, if paid by UCF PCard) should be attached to the reimbursement voucher. Receipts less than an 8 ½ x 11-inch size should be taped to a sheet of 8 ½ x 11-inch paper. If a required receipt is not available, the traveler should attach a signed statement to the travel voucher certifying that an expense was incurred and should include the type of expense, date incurred, and the amount. Reimbursement without a receipt is not guaranteed.
2. REIMBURSABLE EXPENSES. When the traveler is claiming reimbursement for incidental expenses, the following documentation should be attached to the reimbursement voucher:
 - Taxi/bus/limo/shuttle, Storage, Parking Fees, and Tolls - Receipts are required for storage, parking fees, or tolls in excess of \$25 per occurrence
 - Communication Expenses - A statement that any communication expense being claimed was for university business should be attached to any such request. Communication expenses to contact the traveler's family or other non-business purposes are not eligible for reimbursement.
 - Tips - Reimbursement for reasonable tips and gratuities are restricted by the following:
 - Actual tips paid to a taxi/bus/limo/shuttle driver may not exceed 15% of the fare, rounded up to the next dollar. Receipts are required for any gratuity over \$25.00.
 - Actual amount paid for mandatory valet parking, which was necessary in the performance of public business and tip which may not exceed \$1 per occurrence.
 - Actual portage charges paid, not to exceed \$1 per bag or a total of \$5.00 per occurrence.
 - Other incidental expenses - The following are other incidental expenses that may be reimbursed upon presentation of an original receipt:

- Laundry and Pressing Expenses: When official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
 - Passport and Visa Fees: When required for official travel.
 - Fees for Traveler's Checks: Actual fee charged to purchase traveler's checks for official foreign travel expenses.
 - Currency Exchange Fees: Actual fee charged to exchange currency necessary to pay official travel expenses.
 - Maps: Actual cost of maps necessary for conducting official business.
 - Miscellaneous: Purchases of goods or services necessary for official business.
 - Gasoline: Any purchases for rental or university vehicle.
3. NON-REIMBURABLE EXPENSES. The following are examples of travel expenses that are not reimbursable:
- Personal travel insurance
 - Rental car insurance options (CDW insurance should be purchased if the vehicle is not rented from Enterprise/National, outside of the U.S.)
 - Personal telephone calls
 - Personal expenses
 - Gas for traveler's personal vehicle (covered by mileage reimbursement).
 - Mileage between home and official place of work (commuting mileage is not allowed)
 - Fines for parking and traffic violations
 - Room service
 - Movie rentals
 - Alcoholic beverages
 - Loss or damage to personal items
 - Tips to hotel cleaning staff
4. COMPLIMENTARY TRAVEL. The traveler is not authorized to be reimbursed by the university for any expense that was provided by another source, reimbursed by a third party or which was included as part of a registration fee.

PART J

PERSONAL TRAVEL

PERSONAL TRAVEL WHILE ON UNIVERSITY BUSINESS. Travelers occasionally extend their travel beyond the period required to complete the official business of the university. Travelers are not authorized to be reimbursed for expenses incurred beyond the time required to complete the official business of the university. The travel reimbursement voucher should show "personal" for the days and times that the traveler was on personal business. If the airfare includes locations other than where official business was conducted, the traveler should reimburse the university for the personal portion of the airfare, if the airfare was paid using university funds. Travelers should be mindful that under IRS rules, if the travel is determined to be more than a minimal amount of personal travel, anywhere from a portion to the full cost of the travel could be taxable to the traveler.

PERSONAL RENTAL CAR

1. UCF employees 25 years and older are allowed to rent vehicles for personal use using UCF Enterprise/National contracted rates.
2. Personal rentals by employees however do not include collision damage waiver insurance.

3. UCF employees must have their employee ID available to show the Enterprise/National representative at the time of the rental.
4. When making a personal reservation, specifically request for the UCF contract rates by using contract number **07C1201**.

PART K

TRAVEL UNDER SPECIAL CIRCUMSTANCES

Travel under the following circumstances require additional levels of approval. The traveler should call the F&A Travel Payables for additional information (407-882-2235).

1. Emergency situation.
2. Traveler becomes sick or injured while on university business.
3. Reasonable accommodations under the Americans with Disabilities Act.

PART L

FOREIGN TRAVEL

FOREIGN TRAVEL. The state laws and university policies described in this manual apply equally to travelers visiting foreign countries, with the exception of the rate authorized for meals and lodging. The State of Florida authorizes the same rate allowance established by the Federal Government for foreign travel. These rates are updated on the first day of each month. Obtain information from the Internet (https://aoprals.state.gov/content.asp?content_id=184&menu_id=78) and also link to Appendix B to find the breakdown of the Meal & Incidental Expenses (M&IE) allowance rates. Attach a copy of the screen print to the reimbursement voucher; these rates should reflect the rates of the traveled dates. In addition, to obtain foreign currency conversions, please see the following Web site (<http://www.oanda.com/>) and attach a copy of the conversion sheet to the reimbursement voucher.

Foreign Travel Registration: When traveling outside of the United States to a foreign country, you must register each trip in the UCF Travel Registry prior to departure. (<http://global.ucf.edu/ucf-faculty-and-scholar-research/international-travel/>) The university provides travel accident and sickness insurance to all faculty and staff traveling abroad for university business; however, this coverage is not effective until your trip is registered. This insurance provides emergency medical, evacuations for medical, military or political unrest and natural disaster, repatriation and accidental death and dismemberment benefits. Below is a link to register your trip as well as more information on the travel insurance: <http://www.ehs.ucf.edu/insurance/travelins.html>

All travel destinations should be included in your itinerary when registering your trip. This includes destinations that are for personal travel and not reimbursable as university business, but coverage may be provided by the travel accident and sickness insurance policy. For example, you are attending a conference in Berlin, Germany, but decide to stay an additional 5 days to vacation in the south of France. Your travel in France will not be reimbursable as it is not university business; however you will still have coverage under the travel policy for the personal deviation.

Foreign Travel Warnings: When traveling to a foreign country, it is of utmost importance that the traveler be aware of the U.S. Department of State travel warnings (hot spots) by calling the HOTLINE for American Travelers at 888-408-4747. It is also recommended that the traveler know the location of the U.S. Embassy and U.S. Consulates

General Offices. Travel to what the U.S. State Department considers a “terrorist state” will not be allowed under any circumstances. <https://travel.state.gov/content/passports/en/alertswarnings.html>

Department of State travel information and publications are available at this Internet address: <http://travel.state.gov>. Also refer to Office of Research Memorandum, dated 1/31/02, Subject: Travel Pre-Expenditure Review for Contract and Grant Accounts (see Exhibit G in the Travel Manual).

Foreign Reimbursable Rates: The Federal rates given on the State Department Web site include lodging, meals, and incidental expenses. Rates for lodging are maximum allowable rates, unless staying at the conference (or organized activity equivalent to a conference) hotel. Since Florida Statutes allow for the payment of incidental expenses in addition to payment of per diem or meals and lodging, the amount established by the Federal Government as incidental expenses should be deducted to arrive at the university allowable foreign rate.

EXAMPLE 1

London, United Kingdom	
Lodging	\$ 307
Meals & Incidental Expenses (M&IE)	<u>\$ 173</u>
Federal Maximum Rate	<u>\$ 480</u>
M&IE Detail	
Breakfast	\$ 26
Lunch	\$ 43
Dinner	\$ 69
Incidentals	<u>\$ 35</u>
	<u>\$173</u>
UCF Allowable Rate:	
Maximum State Department Rate	\$480
Less: Incidentals	<u>\$ 35</u>
Total UCF Allowable Rate	<u>\$445</u>

Travelers may be reimbursed for the actual lodging or per diem cost, not to exceed the Federal foreign per diem rate for that location, unless staying at the conference hotel. A conference hotel at the conference rate will be reimbursed at actual cost up to 300% above the prevailing foreign per diem lodging rate. The actual daily rate for the conference hotel should be supported by the conference documentation and included in the reimbursement voucher package. Any rate in excess of the published conference hotel rates will not be reimbursed. Itemized paid lodging receipts should be provided. All meal rates while in foreign locations will be reimbursed at the rate applicable to those locations.

- **APPROVAL:** Employee travel for more than 30 days to a single location requires provost approval.
- **RECEIPTS:** Receipts issued in foreign currency should show a computation converting the amount into U.S. Currency. All claims on the reimbursement voucher should be in U.S. dollars.
- **MORE THAN ONE GEOGRAPHIC LOCATION:** When a traveler is traveling from one foreign location to another within a meal period, reimbursement should be calculated at the applicable rate where the traveler

departed from. Meal periods are considered to be breakfast until 8:00 a.m., lunch until 2:00 p.m., and dinner until 8:00 p.m. Use the Foreign Per Diem Worksheet, available on the Travel Payable Section of the F&A Web site, to track movement from one location to another.

- **PAYMENT OF FOREIGN PER DIEM RATES:** Rates for foreign travel should not begin until the date and time of arrival in a foreign country from the United States and should terminate on the date and time of departure from a foreign country to the United States.

PART M

GROUP TRAVEL PROCEDURES

1. **REQUEST A GROUP TRAVEL PURCHASE ORDER.** Utilizing the online purchase requisition process, request a group PO. (See Exhibit A and Exhibit B in the Travel Manual.)
2. **UPON COMPLETION OF TRAVEL.** When submitting a reimbursement voucher form for group travel, it is necessary to send a roster of the travelers in the group. Complete the travel reimbursement form, mark it as group travel, using the group leader as the vendor, and submit it to the F&A Travel Payables section with applicable receipts. Please note that only the group leader of the group travel is eligible to be reimbursed by F&A Travel Payables. It is the group leader's responsibility to make payment to the other members of the group, if necessary.

Any time a lesser meal allowance is reimbursed to the travelers, other than that which is allowed, the group leader should sign the following statement for the entire group and attach it to the reimbursement voucher:

“The Group has been notified that while each individual in the group is entitled to the full meal allowance provided by law, they have volunteered to receive a lesser amount.”

Group Leader Signature_____

Date_____

PART N

MISCELLANEOUS

1. **UNIVERSITY PURCHASING CARD.** UCF encourages its faculty and staff to use UCF purchasing cards. These are Visa cards issued in the individual's name, but the individual is not responsible for paying the bank for the charges. Upon getting signatory approval from the individual employee's dean, director, chair, RFD or vice president, and completing training, the individual receives a Visa credit card in his/her name through Bank of America. These cards may be used for usual travel expenses such as registrations, airline tickets, hotels, taxis, and parking. More detailed information and application forms may be found at <http://fa.ucf.edu/procurement-card-about/>. Purchases made on the purchasing cards within the State of Florida are exempt from sales tax. University purchasing cards should not be used for personal expenses.

Procedure for Renewal of Endowed/Named Chairs/Professorships

Endowed/Named Chairs/Professorships/Fellowships are established as mechanisms to both retain outstanding UCF faculty and attract exceptional faculty to UCF.

Endowed/Named chairs/professorships/fellowships may be awarded with or without term. Designation and use of funds are governed by a fund gift agreement unique to each chair/professorship and other policies for use of named faculty positions funded with philanthropy.

Endowed/Named chairs/professorships/fellowships awarded for a term limit shall be reviewed within six months of the expiration of their term or during their fifth year, whichever is sooner. Endowed/named chairs/professorships/fellowships that are awarded without term will be reviewed during their fifth year.

Renewal of an endowed/named chair/professorship/fellowship will be based on evidence of sustained preeminence and impact. This review will consider sustained excellence in research, scholarship, and/or creative activities. Faculty under review have the potential for reappointment to the endowed/named chair/ professorship/fellowship.

The faculty member candidate under review shall forward the following materials to his or her college

Dean (or other unit head, if applicable):

1. Current curriculum vitae.
2. A one-page summary of impact for the five years under review in the areas of research, scholarship, and/or creative activities.

The review committee will include and be chaired by the Dean of the college where the endowment is housed. The other committee members will include a faculty member selected by the Dean and a faculty member selected by the candidate for reappointment. Committee members shall have the requisite expertise, as verified by Faculty Excellence, to evaluate the preeminence and impact of the candidate's work in the relevant field(s). Committee members should not have actual or potential conflicts of interest; although a conflict of interest is determined on a case-by-case basis, it can be understood generally as a personal or professional interest or bias that could reasonably appear to interfere with the proper duty of objectively evaluating a candidate.

The Dean and candidate will work together to select two outside reviewers who will evaluate the candidate's materials (referenced above) based on university criteria for reappointment; the outside reviewers will submit letters explaining their evaluation to the committee. The outside reviewers shall be full professors who are national/international experts in the candidate's field(s). Outside reviewers should not have any conflicts of interest. The Dean and candidate shall each nominate up to five (5) outside reviewers, if possible. The candidate will select a reviewer from the Dean's list, and the Dean will select a reviewer from the candidate's

list. Only the Dean shall make contact with each of the two (2) selected reviewers to ascertain their willingness to review the candidate's materials for promotion. Should a potential reviewer agree to undertake the review, a standard letter provided by Faculty Excellence shall be used by the Dean for the purpose of submitting or emailing materials to the outside reviewer. Should any decline, the Dean shall contact the next ranked candidate. If the declining reviewer is from the candidate's list, then the next reviewer on that list would be contacted; if the declining reviewer is from the Dean's, then the next reviewer on that list would be contacted. If all decline, the process outlined above starts over to identify new reviewers, as necessary.

The committee will consider the materials submitted by the candidate, including all of their accomplishments dating from their initial appointment as endowed/named chair/professorship/fellowship to the date of notification of review. The committee will also consider the two outside review letters.

The committee, which serves in an advisory capacity, will prepare a summary of accomplishments for the Provost and submit this summary to Faculty Excellence. Before forwarding this to the Provost, Faculty Excellence will send the summary to the candidate. The candidate may review it and, if desired, provide a response to the committee's summary within five (5) calendar days upon receiving it. Any response will be forwarded with the summary by Faculty Excellence to the Provost for consideration.

~~Before submitting to the Provost, Faculty Excellence will send the summary to the candidate. evaluated candidate may review and, if desired, provide a response to the department promotion committee's evaluation within five (5) calendar days upon notice of the evaluation. Any response will become part of the candidate's dossier but will only be available to reviewers at subsequent stages in the process.~~

Renewal appointment is at the discretion of the Provost. The faculty member under review will be notified in writing of the outcome of their review.