

Expense/Travel Voucher

Vouchers must be submitted within 30 days of the expense incurrence

FOR OFFICE USE

Voucher # _____ Gross Amnt _____

Employee Exp. _____ Vendor # _____

ACCT # _____ AMOUNT _____

TRAVELER'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Date	Travel From / To and Purpose	Business Miles	Breakfast	Lunch	Dinner	Hotel	Plane/ Train	Misc. 1*	Misc.2*	Misc. 3*
TOTALS										

SUMMARY

Mileage @ (.54 /mi) \$ _____
 Meals _____
 Hotel _____
 Plane _____
 Misc _____
 Total this page _____
 Total other pages _____
 Total Expense _____
 Deductions _____
 Advance Rec'd (_____)
 Reimbursement Due Traveler
 (or refund to FEA) _____

*** List miscellaneous and extraordinary items and include required receipts.**

September 2016 Senate Meeting

I certify that the expenses reported herein were incurred on official UFF business.

Traveler's Signature: _____ Date: _____

Director/ Mgr Approval: _____ Date: _____

UNITED FACULTY OF FLORIDA
TRAVEL REIMBURSEMENT POLICY

Members shall be reimbursed for expenses for authorized union activities upon submission of a UFF-FEA expense form and appropriate receipts. All expenses must be submitted within 30 days from the date of the meeting in order to be reimbursed. The meeting or function attended should be clearly identified.

Expenses of official guests at statewide UFF meetings and committees shall be paid only when they have been authorized in advance by the UFF President or Executive Director.

◆ **LODGING**

Hotel charges are limited to one half the double occupancy room rate and tax. Personal charges for such items as valet service, beverage, and long distance telephone calls are the individual's responsibility and will not be paid by UFF.

◆ **MEALS**

Meals shall be reimbursed for actual expenses up to a maximum of \$6.00 for breakfast, \$7.50 for lunch, and \$17.50 for dinner, based on the duration of travel. When a group meal is provided, no reimbursement will be paid.

◆ **AUTOMOBILE TRAVEL** **revised 9/20/2015

Meeting participants traveling by car from the same geographical area are encouraged to travel together. The member driving shall be paid mileage at the IRS rate (currently 54 cents per mile).

Members driving alone to the UFF Senate meetings shall be paid mileage at one-half the IRS rate (27 cents per mile).

Receipted toll charges will be reimbursed.

◆ **AIR TRAVEL** (FOR TRAVEL OF MORE THAN 250 MILES)

The immediacy of the meeting and the amount of time spent at the meeting in relation to the amount of time necessary for automobile travel shall be taken into consideration when determining travel by air. Meeting participants who fly are urged to make reservations as early as possible in order to take advantage of the lowest rates. Receipted airport parking charges will be reimbursed.

The President of UFF and any member on full release time shall be reimbursed in accordance with the FEA travel reimbursement policies, except when in attendance at official UFF statewide meetings.

Revised and Adopted by UFF Senate 09/20/15