



REQUEST FOR REIMBURSEMENT – TRAVEL & ENTERTAINMENT EXPENSES (T-1)

Date: _____ **Project #:** _____

Principal Investigator (PI): _____

Project Name: _____

Check Payable To: _____

Remittance Address: _____

Amount: \$ _____ *(A justification must be included on page 2 of this form.)*

UCFRF reserves the right to reject any expenditures that would jeopardize its tax-exempt status or that are deemed to be unreasonable or outside the scope of research.

Do not mail. Will pick up. _____

New Vendor W-9 *(W-9 form must be faxed, not emailed)*

Special Instructions: _____
(If the payee is UCF, please provide project/department number and account code to be credited.)

Prepared By: _____ Department: _____

E-mail: _____ Telephone #: _____

APPROVALS

By signing below, I certify that the expenses claimed herein are appropriate and authorized in accordance with the purpose of the account being charged. In addition, I certify that the above expenses have not and will not be reimbursed by any other organization or party.

| | | |
|--|---------------|-----------------------------|
| _____ Traveler's Signature <small>(If other than the P.I.)</small> | _____ Date | _____ Printed Name/Title |
| _____ Principal Investigator* (Signature Required) | _____ Date | _____ Printed Name/Title |
| _____ Chair, Dean, Director, or VP Approval* (Signature Required) | _____ Date | _____ Printed Name/Title |

- *Notes:**
- 1) This form **must have two signatures** —the traveler and Principal Investigator. If the traveler is the PI, then PI's Supervisor must sign.
 - 2) If you are traveling to attend a meeting or seminar, a copy of the **program agenda** must be included.
 - 3) If this request is for an advance of funds, receipts must be submitted to UCFRF within 10 business days of the travel expenditures. Failure to provide timely receipts will result in the issuance of a 1099-MISC to the traveler at year-end.
 - 4) Original receipts are preferred, but copies are acceptable. Please tape receipts to a piece of paper and attach to the T-1 form. Please do not cover the ink on the receipt with the tape. **Itemized/detailed restaurant receipts are needed for meal reimbursements. See attached for allowable meal limits.**
 - 5) If contract/vendor agreement exists for the expenditure being authorized, please ensure the:
 - a) Agreement is between UCF Research Foundation (not UCF) and contractor/vendor.
 - b) General Counsel's office has reviewed and approved it.
 - c) Agreement is signed by a UCF Research Foundation authorized representative and **NOT** the PI.
 - d) A copy of the executed contract/vendor agreement, showing General Counsel approval, is attached to the T-1 form.
 - 6) If C&G funding, pre-expenditure approval by the ORC contract staff **MUST** be attached for **ALL** foreign travel; as well as any domestic travel exceeding \$2,000 per traveler.
 - 7) **Please note that all of these conditions must be met and on file with the UCF Research Foundation before any payment can be processed.**

For UCFRF use only:

Vendor #: _____ C&G Pre-Expenditure Review: _____ UCFRF Office Approval: _____

1. Travel and Entertainment (use T-1 form):

If travel expenses will be charged to a UCFRF account, the traveler should obtain the approval of his/her immediate supervisor prior to the date the travel expenses are incurred. For workers compensation and insurance purposes, it is recommended that a written itinerary be maintained in the department records.

If there is any doubt as to the allowability of the trip or of the need for prior approval, the ORC contract manager or UCFRF should be contacted. Unallowable costs may result in personal expenses to the traveler and/or the PI.

A traveler may elect to be reimbursed according to:

- UCF travel guidelines, or
- Receipts (original preferred) for lodging, food, or other expenses.

If the traveler elects to be reimbursed for meal receipts, rather than UCF per diem, the UCFRF will reimburse for meals (including tip) per person up to the following limits:

| | |
|-----------|------|
| Breakfast | \$15 |
| Lunch | \$20 |
| Dinner | \$50 |

Detailed receipts for meals (original preferred) must be presented to UCFRF in support of each charge. This is not an automatic per diem.

Sponsored Project Guidelines - If specific travel guidelines are included in the terms of a contract or grant, the PI or ORC Contract Manager may request that the funding agency's guidelines supercede UCFRF's travel guidelines.

The traveler must use the selected method of reimbursement for the entire trip.

(a) Day Travel:

Both the Internal Revenue Code and the United States Supreme Court have specifically addressed the issue of reimbursement for non-business meals that occur during day travel away from the office. Non-business meals that are eaten alone or with professional colleagues on a day trip are not reimbursable.

Business meals that occur during day travel must have a clear business purpose in order to be reimbursed.

(b) Business Meals and Entertainment: It is essential when reimbursement is sought from the UCFRF for a business meal, that a clear business purpose is included with the justification.

In order to limit the liability of UCFRF, we will not reimburse bulk alcohol purchases, i.e., for conferences, parties, etc. We will reimburse incidental alcohol purchases served during a meal or a hospitality area run by the hotel or the meeting place.

In the event meals or entertainment are for multiple individuals, the names of each person, their relationship to the project, the topic of discussion, and purpose of meeting must be detailed. Due to IRS requirements, please be SPECIFIC. Travel and entertainment for any person who is not a participant in the project (such as a nonparticipating spouse) cannot be reimbursed unless there is a clear business purpose that required the participation of spouses; e.g., evening socializing occurring as part of interview process of prospective candidate.

(c) General Travel Procedures:

- Travel requests for reimbursement must be submitted to the UCFRF Office on a “Request for Reimbursement - Travel and Entertainment Expenses” (T-1) form.
- Lodging: All lodging is reimbursed at the actual/reasonable rate with submission of the receipt (original preferred).
- Air Fare: Travelers are cautioned to be certain that the cost of airfare will be covered under their account. If the cost is not allowed, researchers must reimburse UCFRF.

If foreign travel is sponsored, there may be a requirement to use only U.S. flag air carriers. Use of unapproved carriers may result in the disallowance of airfare costs. The PI is responsible for contacting his/her ORC contract manager for clarification of this requirement.

- If travel is to a meeting or seminar, a copy of the program agenda, indicating dates, should be attached. All travel requests must include a clear justification as to how the trip supports the research project.
- UCFRF will only reimburse for ECONOMY or COACH airfares. All requests for airline reimbursement require the following information (original preferred):
 - o Airline receipts (ticket stubs)
 - o Airline travel itinerary

- Reimbursement of business travel by personal vehicle is paid at UCF's standard rate. (See standard mileage distances.)
http://www.fa.ucf.edu/Travel_Payables/Publications/tmanual.pdf
- In the case of a request for travel advance, original receipts should be submitted to the UCFRF **within ten (10) business days of expenditures or completion of travel**. Travel advances will be deducted from the traveler's reimbursement request to the extent that valid receipts are provided. Any unsupported funds disbursed to any individual will result in the issuance of IRS Form 1099 reporting miscellaneous income to that individual at year-end.
- Hosting expenses for official visitors will follow the same general procedures as those listed above for staff travel.
- Partial travel reimbursements sought from UCFRF must include a copy of the "University Travel Authorization Request (TAR)" and "Voucher for Reimbursement of Travel Expense" forms, if the University is paying a portion of the travel.

The UCFRF reserves the right to reject payment for entertainment that jeopardizes the UCFRF tax exempt status and/or research goals, or appears to be excessive.

Any exceptions to these guidelines require approval of the UCFRF President or Vice President.