Travel for Business Purposes for TEAMS and Academic Personnel

The faculty and staff's UF and VA combined business related leave/travel is limited to a total of **20 business days per year**. Business travel over the 20 days limit will be reviewed carefully by the Department Chair for approval. Any time away from the office (whether it is related to UF or VA related travel, vacation, scheduled sick time, jury duty, etc.) must be approved by the employee’s immediate supervisor per the reporting tree, as soon as the leave information becomes available (preferably no later than two weeks prior to the first day of leave), regardless whether it is within the 20 days business travel limit or not. It is at the discretion of the employee’s direct supervisor whether the UF business travel is deemed as required and necessary and therefore approved.

UF Travel Procedures may be found on the Finance and Accounting website [http://www.fa.ufl.edu/directives-and-procedures/travel/](http://www.fa.ufl.edu/directives-and-procedures/travel/)

In preparation for any leave, including business travel, please follow these steps:

1. All employees planning to be away from work must **discuss the planned absences with their direct supervisors and seek approval in writing (e-mail)**. Upon approval, for absences of 8 hours or more, submit electronically the Leave Approval Request, preferably a minimum of two weeks prior to the absence/departure date. For faculty members, this form can be completed by the assigned administrative assistant. This form is available online at: [http://aging.ufl.edu/files/2011/01/Notice-of-Approved-Leave.pdf](http://aging.ufl.edu/files/2011/01/Notice-of-Approved-Leave.pdf)

   Submission of the online Leave Approval Request will serve as the official announcement for approval of the leave. The form will be directed via email to the division managers and department level coordinators and time keepers.

2. **All UF business travel out of town will require a Travel Authorization (TA)**, which is entered in PeopleSoft to insure liability coverage during the trip. The faculty’s administrative support personnel or division manager can assist with completing the TA. [https://aging-main.sites.medinfo.ufl.edu/files/2013/08/Travel-Authorization-Request.pdf](https://aging-main.sites.medinfo.ufl.edu/files/2013/08/Travel-Authorization-Request.pdf)

3. **International Travel**: All UF equipment, including laptops, require a Foreign Travel or Shipment Request completed at least 2 weeks prior to international travel. Contact the department Asset Manager who will submit on your behalf. Some countries have imposed sanctions and entry of certain equipment is restricted. Best practices include enable encryption and avoid traveling with unpublished data or research. After approval, you will receive a certificate that should help you in the case of attempted confiscation or improper duty fees by foreign authorities. [http://hr.ufl.edu/wp-content/uploads/instructionguides/myAssetsCompletingaForeignTravelRequest.pdf](http://hr.ufl.edu/wp-content/uploads/instructionguides/myAssetsCompletingaForeignTravelRequest.pdf)
4. **It is recommended that the travelers make their own flight and lodging arrangements.** Upon return, the assigned staff will process the reimbursements for expenses incurred during the travel. Only itemized receipts including conference registration fees are acceptable for reimbursement; credit card payment proof is not sufficient.

   Note: All the leaves unrelated to business travel such as vacation, sick time, etc must be entered in the MyUFL system (Peoplesoft) time reporting section, either by the employee or the timekeeper of the division/department.

**Non Exempt Employees**

If an non exempt employee is required - as a result of University of Florida employment - to attend a meeting or conference, or otherwise work at an out-of-town location, such attendance or work, including travel time to out-of-town meetings, conferences, and work locations, whether or not such travel occurs during the employee's normal work schedule, is considered time worked. If the required travel occurs in the weekend, it is considered time worked. When a non-exempt employee is in official travel status, time spent in travel may result in total hours for the week exceeding 40, in which case the employee is in overtime status and must be compensated according to standard overtime policies.

**Exempt Employees**

Exempt employees are not eligible for regular compensatory leave. With supervisory approval, an exempt TEAMS employee may adjust his or her workweek to take equivalent time off for hours worked in excess of the employee’s normal schedule due to traveling for business.

Travel to and from an employee’s home to the employee’s regularly assigned headquarters cannot be counted as hours worked.

Expenditures for travel between various locations on the main UF campus are not eligible for reimbursement.

Please contact your supervisor, administrative assistant or Central Leave at 392-2477, central-leave@ufl.edu with questions.