

College of Sciences Policy

SUBJECT: Travel	Effective Date: 7/1/18	Policy Number: COS001-9.2
	Supersedes: COS001-9.1	PAGE OF
	Responsible Authority: Dean	

APPLICABILITY/ACCOUNTABILITY

This policy applies to all academic departments, centers, institutes, and service units in the College of Sciences.

GENERAL POLICY

Each unit must have a written policy approved by the Dean annually. The policy should outline the travel budget for each affiliation (e.g. tenure earning faculty, guest speakers), any limitations, and document the internal business practices using the college's pre-approval form. The budget policy determined within each unit must fit with current non-salary budget allocations or other funding sources (except C&G) established by the Chair/Director. The available funds for trips associated with Contracts & Grants (C&G) should be determined by the Principle Investigator (PI).

The internal business practices documented for all affiliations should incorporate the college's pre-approval form. The amounts outlined on this document should be considered as the cap per trip. Actual expenditures or reimbursements exceeding 10% of the cap must be vetted through the entire process or the cap should be imposed during the reimbursement voucher stage.

DEFINITIONS

Travel. Pursuant to this policy, travel will refer to trips that are for university business purposes.

Travel Budget. The amount allocated by the budget unit used to cover the cost of directly paying for travel or reimbursing the traveler.

PROCEDURES

The written policy needs Dean's approval prior to each fiscal year.

The unit's internal business practices should use the *Travel Pre-Approval Request* form. The form needs to be sent to cosaccounting@ucf.edu to obtain the appropriate pre-approvals from the college if the travel includes the following:

- Traveler directly reports to the Dean
- Any Travel to Restricted Destinations*
- Any travel for more than 30 days*
- Any travel included an overnight stay within 50 miles of headquarters*
- Any travel including an Office of Research & Commercialization International Travel Compliance Review (Export Control)*

All other travel requests must be approved by chair/director prior to travel dates and should be added to the unit's travel log located in the "Budget shared folder." This will be reviewed by the college.

*The pre-approval form will be signed by the Dean or designee after all of the appropriate pre-approvals have been obtained for this stage (e.g. IAGS, Provost) by the college.