FINANCIAL TRAINING
MODULE #3
TRAVEL PROCEDURE
WHAT’S NEXT?

- Once your CRT allocation passes through the CRT Committee, it must be read into the minutes at the next SGA Senate Meeting (every Thursday evening (fall & spring) and every other Thursday evening (summer)). Later that week it should be delivered to the A&SF Business Office. Come to the A&SF Business Office to consult with an accountant and complete the paperwork immediately. You’ll need to complete a Travel Request Form (TRF) and Group Travel Roster.

- Once your Senate Bill passes Senate and is fully signed (see right for process and timeline for travel bill), it will be delivered to the A&SF Business Office. Come to the A&SF Business Office to consult with an accountant and complete the paperwork immediately. You’ll need to complete a Travel Request Form (TRF) and Group Travel Roster.
Obtain registration details, transportation and lodging quotation(s) (DO NOT pay, commit, and/or obligate UCF to pay).

Contact A&SF Business Office accountant if there are any questions regarding what information is required or how to make arrangements for your travel allocation request.

Complete TRF and attach all obtained travel information. FOR GROUPS, also attach a completed Group Travel Roster List.

Submit a completed TRF and group travel roster to the A&SF Business Office Front Desk (SU 215) at least seven (7) business days prior to the departure date of your trip. If any of the travelers are non-US citizens, the travel request should be made at least fourteen (14) business days prior to the departure date of your trip.

At the end of travel, all travel documentation must be turned in within five (5) business days.

An accountant will process your registration, transportation, and/or lodging request(s) and give you necessary instructions.

Be available to sign any of these documents.
GROUP TRAVEL ROSTER

Complete form and have all travelers sign.

Group Travel Leader must sign the bottom signature line, and in addition be on the list of travelers on the Group Travel Roster.

All meals and lodging provided should be marked as "comp" and these amounts should be deducted from the total amount to be reimbursed.

I affirm that the above list of individuals' hotel and meals are correct as indicated.

Please use additional sheets as needed – one for each day of travel.

Group Travel Leader Signature: _______________________________  Date: ___________________
TRAVEL INFORMATION

- Plan ahead and see an accountant as soon as possible. Registration (with deadlines), transportation reservations, and lodging are dependent on market price or availability. The A&SF Business Office is not responsible for changes in travel arrangement costs.

- Accountants cannot begin processing a request until the allocation or bill has been presented by the SGA Senate Secretary with appropriate signatures.

- All completed Travel Request Forms must be submitted to the A&SF Business Office, seven (7) business days prior to travel date, fourteen (14) business days for non U.S. Citizens.

- A travel request form (TRF) is needed to request a purchase order number (PO#) from Finance & Accounting (F&A). Once F&A has issued PO #, all requested travel arrangements will be processed by the accountant.

- It is important to indicate on the TRF any funding from another UCF source for the travel requested.
Gas reimbursements for vehicle rentals will be processed after the accountant receives all the original gas receipts at the conclusion of the trip. Traveler may only be reimbursed up to the amount of the allocation for gas. The cost of the rental vehicle is not covered by SGA funds.

Traveler may be reimbursed for mileage, when driving personal vehicles, up to the amount of the approved allocation. The current mileage reimbursement rate is $0.445/mile. Gas is not reimbursed for use of personal vehicles.

Hotel rooms exceeding $200 per night will need justification. Examples of justification might be conference hotel, peak period travel, or expensive area.

Unless there is an exception given by the university president, or his designee, hotels are not reimbursable expenses if the overnight or longer stay is less than 50 miles from the traveler’s campus headquarters (UCF Main Orlando Campus, Rosen, Brevard, etc) or home, whichever is farther, on an approved trip.
If the cost of travel exceeds the approved allocation/bill, the organization or individual will be responsible to deposit the excess cost prior to travel. The individual or group leader’s student record will be placed on hold for any outstanding balance or if required paperwork is not submitted.

Two OSI registered authorized officers are required to complete the Financial Training. If the Group Leader is not a financially trained OSI registered authorized officer, he or she must complete Financial Training as well. The Group Leader is responsible to complete the travel request form and group travel roster of travelers. The Group Leader’s student record will be placed on hold if there is an outstanding balance or if necessary documentation is not submitted. If traveling as an individual, the individual must complete Financial Training.

By signing the group travel roster list, students affirm that if they do not travel and monies have been paid on their behalf, it will be their responsibility to repay funds expended that are not reimbursed to UCF.

Once you return from travel you must follow-up with the A&SF Business Office and the Student Government Association (SGA) Office.
THINGS TO REMEMBER

- Plan ahead. Consult an Activity & Service Fee Business Office accountant.

- Ask accountant what documents are required to submit with your purchase or travel request form.

- Funding provided by the Student Government Association does not imply or express liability. Students and registered student organizations utilizing Activity & Service Fee funds for travel are not covered by University of Central Florida insurance unless travel is for official SGA business. (CRT Allocations, Senate Bills, etc. are not official SGA business).

- Individuals or student organizations should familiarize themselves with all Student Government Statutes and use for their reference Title VIII: The Finance Code, which is on the SGA & A&SF Business Office website.