

THE CENTER FOR EUROPEAN STUDIES



Travel Reimbursement Procedure for Recipients of CES Faculty and Graduate Students Travel Grants

The CES is unable to provide travel advances. Award winners will be reimbursed for their expenses upon their return provided the following procedure has been followed.¹ We cannot under any circumstances make exceptions to this procedure.

- An itinerary is filed with the CES at least **35 working days** prior to the trip.² Your itinerary should include the exact travel dates, departure and arrival times, as well as the items you are requesting CES to reimburse you for (e.g. airline tickets,³ hotel, registration, parking, per diem, or any combination of these). No special form is required; just send the above information in as much detail as possible to CES Administrative Coordinator, Felissa Scott (fscott@ces.ufl.edu)
- All applicable original receipts must be turned to the CES as soon as the trip is completed. We cannot start the reimbursement process **until** your trip has been **completed** and all necessary receipts and support documents have been submitted including:
 - Receipt for your conference registration, showing the method of payment. An electronic receipt is acceptable.
 - An original or copy of the conference agenda.
 - If you request reimbursement for hotel expenses, you must submit an itemized hotel bill showing the actual amount paid or a \$0 balance due and method of payment.
 - If you rent a car, please discuss details with CES staff before making or paying for any car rentals.
 - All transportation ticket receipts showing the amount of the ticket, and method of payment. An electronic receipt is acceptable. Please note that we can only give reimbursements for economy airline travel.
 - Taxi and parking receipts, if applicable.
 - Receipts are not necessary for meals or when selecting to be reimbursed at the applicable flat per diem rate.⁴

¹ This procedure is guided by federal restrictions imposed by the Department of Education (DoE) as well as by the UF Travel Policy.

² This will allow the CES to request permission from the DoE for your travel as well as to comply with the requirement by the University of Florida Travel Office to file a Travel Authorization Request (TAR) before the date of travel.

³ Your ticket must be purchased via an American carrier with an American flight number. No exceptions.

⁴ Meals for domestic travel are reimbursed based on the US General Services Administration (GSA) rates, which vary by destination city from \$28 to \$48. Meals for international travel have a CES imposed cap of \$50 per day. An appeal to exceed this cap can be submitted to the CES Director. All exceptions granted will require documentation of actual costs. The flat per diem allowance is \$80 per day **regardless** of your destination. This is a UF set cap which we cannot exceed.