

WEC Department Travel Policy and Process

Step-by-step travel guide for faculty, teams, students, and staff

Before You Travel

✔ Required UF GO Training

- You must have completed UGO100 Training
 - Without this training, you cannot use UF GO and staff cannot process travel for you.
 - To complete training:
 1. Go to <https://mytraining.hr.ufl.edu/>
 2. Log in
 3. Search UGO100
 4. Complete the module
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✔ Set Up Your UF GO Profile

- Log into <https://www.concursolutions.com/>
 - Use the exact legal name from your ID/passport.
 - Sign up to receive e-receipts (E-Receipt Activation can be found under settings in UFGO)
 - Add TSA PreCheck or other security info.
 - Instruction guide: https://training.hr.ufl.edu/instructionguides/ufgo/1_Updating_your_UF_GO_User_Profile.pdf
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⚠ **You MUST submit a Travel Request before you book anything associated with travel.**

✔ You MUST submit a [FY25 - WEC UFGO Travel Request Form](#) Travel Request (TR) if:

- You'll be gone **overnight**,
 - You'll be traveling **more than 24 hours**, or
 - A **third party** is paying for part/all of your trip.
 - **Day trips** don't need a TR.
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⚠ **Do NOT travel without a previously approved travel request authorization!**

- **When traveling on official university business, your travel must be authorized and documented in advance.**

Potential repercussions for traveling without a previously approved travel authorization include:

- **Delay or denial of expense reimbursement** — Any travel not pre-approved may result in expenses being denied or reimbursement postponed.
- **Repayment of unauthorized charges** — You may be required to reimburse the University for any personal or non-allowable expenses charged to a P-Card.
- **Disciplinary action** — Breaching travel policies can result in disciplinary measures, up to and including termination of employment.
- **Lack of insurance coverage** — UF faculty are generally not covered by university insurance, including international health insurance, if they travel for work without obtaining prior authorization through a Travel Authorization Request (TAR) in the [UF GO system](#).

✔ Travel Request (TR) – Policy, Procedures and Process

⚠ **Do NOT create your own Travel Request in UFGO.**

◆ **Staff will enter your TR in UF GO after you submit WEC Internal Form - [FY25 - WEC UFGO Travel Request Form](#)**

- **Domestic Travel** must be submitted at **least 5 working days** before travel (earlier is better)
- You will receive an email from WEC Staff asking you to submit the TR
- You must know who your supervisor of record is and assign that person, who is your correct travel manager, to approve your Travel Request. The WEC Chair is the correct travel manager for all WEC faculty. Check with WEC HR if you do not know your supervisor of record.
- Submit quickly; system sends daily reminders to you *and staff*.
- **Cash Advances** Travel Request must be submitted at **least 30 working days** before travel.

- **Disclosure of Outside Activities** - All Faculty and TEAMS staff are strongly encouraged to complete a Disclosure of Outside Activities for any travel where something of value is received. This includes, but not limited to:
 - Disclosure must be submitted at least 45 days before travel.
 - Honorariums
 - Travel paid by an outside organization
 - Waived or sponsored registration fees
 - Mandatory Timing & Compliance Rules
 - Do NOT book or incur any travel expenses until the disclosure is approved.
 - If your disclosure is disapproved:
 - Any expenses already incurred will NOT be reimbursed, and
 - Any prepaid UF expenses must be repaid by the traveler.

 - **International Travel** you must Acknowledge, Review and Complete the Following Policies/Directives
 - Register your travel with the [UF International Center](#)
 - You must complete the travel insurance CISI if traveling internationally - <https://internationalcenter.ufl.edu/travel/online-travel-registration>
 - [UF Policy on Export Control](#) – U.S. export control laws govern the transfer of technology, information, and commodities overseas or to a foreign national within the US. Depending upon your destination, what you intend to bring with you, or your planned activities, you may need to obtain a license or other authorization from the U.S. government before your trip. For more information, visit the [Export Controls](#) website.
 - [UF Directive on International Travel](#) – A Travel Authorization (TA) for official university business must be entered into the Travel and Expense Module of myUFL for all foreign travel. Additional information regarding expenses incurred during foreign travel, creating foreign travel expense reports, and paying visiting travelers can be found [here](#).
 - [Taking UF Assets Abroad](#) – If you are traveling with any UF-owned property, including your UF laptop, you should submit a Foreign Travel Request and receive pre-approval from UF Asset Management via the [myAssets Portal](#). The Foreign Travel Request is required to comply with government regulations and U.S. export laws regarding foreign travel with property.
 - [UF Policy on Intellectual Property](#) – University personnel are required to disclose promptly all their inventions, even those the creator believes to be unrelated to his or her university duties and not involving the use of university support. Contact [UF Innovate Tech Licensing](#) for guidance on disclosing, ownership, commercialization, patent, copyright or trademark strategy
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✔ Booking Travel

- **UF GO Booking Tool**, or
- **World Travel Service (WTS)**: 865-288-1901 / ufl.travel@worldtrav.com
- Don't book flights, hotels, or rental cars on your own unless:
 - UF GO/WTS can't support that location or
 - If there are posted conference rates
- **Cost Comparisons** are required when:
 - Adding personal time to business travel
 - Not using the UFGO Booking Tool or WTC
 - Choosing upgrades or personal conveniences
 - Submit cost comparison to the WEC travel team before booking travel
- Compare **business-only costs** vs. **actual purchased costs**, including personal expenses.
- Preferred payment methods:
 - UF Air Card (This is a "virtual card" in UFGO used specifically to pay airfare.)
 - UF P-card

✈ Flights (Air Travel)

- Must be booked through **UF GO or WTS**.
- Book **main cabin** (economy).
- **One checked bag** is reimbursable.
- **Seat selection** is OK.
- **NO upgrades** unless:

- In-air time is **10+ hours** → 1 upgrade allowed (you must have prior approval before booking flights)
- In-air time is **16+ hours** → 2 upgrades allowed (you must have prior approval before booking flights)
- You **can earn miles**, but you **can't get reimbursed for using miles**.
- If UF GO doesn't show the flight you need → contact World Travel Service (WTS).
- **Cancellations** UF pays cancellations fees ONLY if:
 - It benefits UF, or
 - You're sick or have a family emergency.
 - **NOT** for personal convenience
- **Fly America Act** applies when using federal funds – Must use U.S. Flag Carriers

Hotels (Lodging)

- Must be booked through **UF GO or WTS**.
- If the hotel costs more than **\$225/night** on State-funded trips, the extra must go on non-state funds.
- If more than one person stays in the room, include a **justification** and **names** of who stayed.
- **Conference Lodging** is an exception; you are **NOT** required to book through UF GO if conference hotel has block rates
- **Airbnb** is allowed, but not through UF GO — you can book through their website but a cost comparison must be completed at the same time of the booking.

Rental Cars

- Book through **UF GO** (Avis, Budget, Enterprise, National, Hertz).
- **Compact/economy cars** are the standard.
- Hybrids are OK.
- Extra insurance is **NOT needed** — UF's contract already covers it.
- Keep fuel receipts.
- For international rentals: Only rent from **legitimate, insured companies** and buy local coverage.
- Students cannot use the UF state rental rate, even for business purposed without an authorization letter from WEC Staff.
- Students *cannot* use UF contract rates for personal travel.
- Faculty can use UF contract rates for personal travel.

During Travel

- Keep all receipts.
- Follow approved itinerary; especially for international travel.
- Deviation from international itineraries may require pre-approval.

After Travel

 **Do NOT create an expense report in UFGO.**

 **Staff will enter your Expense Report Reimbursement(ER) in UF GO after you submit WEC Internal Form [-FY25 - WEC TRAVEL EXPENSE REPORT / OUT OF POCKET REIMBURSEMENT FORM](#)**

- **Expense Report (ER)** must be submitted at **least 5 working days** after travel end date.
- You will receive an email from WEC Staff asking you to submit the Expense Report
- You must know who your supervisor of record is and assign that person, who is your correct travel supervisor, to approve your Expense Report. This is especially important if there are any differences between your Travel Request and Expense Report.
- Submit quickly; system sends daily reminders to you *and staff*.
- Be sure that all receipts are attached at the end of the ER form

Reimbursement

- Paid through direct deposit every Tuesday and Thursday
- Expense Report must me through the full approval process and showing Payment Confirmed or Sent for Payment in UFGO

Helpful Resources

- [UF Travel Directives and Procedures](#)
 - [Travel Checklist and Guide](#)
 - [Air Travel Guidelines](#)
 - [Rental Car Guidelines](#)
 - [Entertainment Guidelines](#)
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Leave – Vacation, Sick, etc.

Make sure you have read and understand your Leave Benefits

- **UF Regulation 1.201 – Leaves:** outlines rules for all leave types <https://policy.ufl.edu/regulation/1-201/>
- **Medical-related travel** → Use **sick leave** (if available).
- **Personal travel (vacation, family trips, etc.)** during spring and fall semesters
 - 9-month faculty: do **not accrue vacation leave, may need to take Leave Without Pay (LWOP)**. See *WEC dept. leave guidance document for 9-month faculty*.
 - 12-month faculty: Take vacation leave during personal time off. Must ensure vacation leave does not adversely impact faculty ability to meet teaching obligations for courses. Discuss with chair, regardless.
- **Work-related travel (conference, research, field work)** → Typically **no leave needed** if approved as UF business.
- **Holidays during the appointment** → Automatically paid; **no leave required**.
- **Summer personal travel**
 - 9-month faculty: No leave necessary because faculty are **off contract** unless they have a summer appointment.
 - 12-month faculty: Take vacation leave during personal time off.