

The University of Florida follows established state of Florida travel directives, which requires a pre-approved travel authorization (TA) for foreign travel and travel related to a conference or convention. The University of Florida further defines that a travel authorization (TA) request is timely filed, electronically, when travel exceeds 30 days in duration or when a cash advance is needed; **otherwise no travel authorization (TA) is required**. When traveling without a formal travel authorization in place, the University of Florida still requires suitable, verifiable means to document prior approval is obtained and this approval serves as travel authorization. Departments may establish further internal policies to help maintain compliance with University of Florida travel directives.

**Example:** No TA will be needed if a hotel bill is paid with a p-card, and the travel has no other expenses for reimbursement. However, if the traveler seeks a personal reimbursement, then minimally an (ER) expense report will be required. Prior travel request/approval must be on file and maintained by the Wildlife Ecology and Conservation administrative offices for audit purposes.

## **WILDLIFE ECOLOGY AND CONSERVATION (WEC) TRAVEL POLICY AND PROCEDURES**

\*\*\*\*\*

Wildlife Ecology and Conservation will follow state of Florida and University of Florida travel directives, which requires submitting an electronically-filed Travel Authorization (TA) when travel involves:

- Foreign travel
- Conference/convention (meeting agenda required)
- Travel exceeding 30 days in duration
- Travel involving a cash advance

**Travel requests meeting the above criteria must be submitted a minimum of seven (7) days prior to departure to provide sufficient processing time.**

To provide transparency and further comply with University of Florida directives, WEC will require advance approval, via the internal WEC Travel Authorization form, any travel not clearly outlined above. The WEC travel authorization form will serve two purposes.

- Provide necessary documentation to process timely travel authorization, in accordance with state of Florida / University of Florida directives.
- Serve as auditable pre-approval for any travel which does not require filing an electronic TA.
- All data will be retained on file by WEC for audit purposes, in accordance with published University of Florida records retention schedules.