



# MSE TRAVEL FORM

## Important Information :

**No Travel Authorization (TA):** If a travel authorization is not made **before** your trip, a detailed justification of why one was not completed needs to be written in the above justification box. This is required by UF travel for reimbursement.

**Original Receipts:** are *required* for all major travel. Scan and email/submit all receipts with expense report unless previous expenditures were on P-card and they have already been submitted. *If receipt is missing ER will be handed back.*

**Meals:** If you place "Yes" next to the box "Claiming all Meals" then I will place all state rated and allowable meals on your report. If you place "No" next to the "Claiming all Meals" box, please indicate what meals you want to be reimbursed for. If any meals were covered by the conference or host, this must be either placed in either the meal boxes, or explained in the justification box.

**Purchasing Card (P-Card):** If your P-card is used please indicate this as your use of purchase in the above drop down box. If someone else's P-card is used, you must indicate this on the above form using the first justification box.

-This form may be used in lieu of a P-card form as long as ***all the required information is filled in the above document.*** If any information is missing, this form will be sent back to traveler until remedied.

**Figuring out Mileage-** Visit <http://www.fa.ufl.edu/departments/university-disbursement-services/travel/>. "Ctrl F", enter city, one way mileage will be listed. Or check out the MSE website for common MSE mileage.

**Per Diem:** if claimed, lodging and meals are included under \$80. This is true for both foreign and domestic travel.

**More Info:** If your travel extends the use of the above form, or you need more room to explain your travel, attach duplicate forms or a written explanation with this document.

**When in doubt:** explain yourself. If anything occurred on your travel that was not included on your TA or differed than expected, please provide explanation above.