

## Foreign Travel Authorization

***A TA must be submitted at least 5 business days prior to any work-related travel. TAs must also be completed for non-UF employees whose travel-related expenses will be paid for or reimbursed by UF, including visitors and faculty candidates. If multiple employees are traveling, an individual authorization must be submitted for every employee that will incur any type of expense. If only one employee will incur expenses then one form will need to be submitted, but every traveler must be noted on the form.***

- The Foreign travel authorization form can be found on the [department website](#).
- The travel authorization must be filled out completely.
  - The traveler must provide their UF ID. If the traveler is not an employee of UF an ID must be requested. An email is to be sent to the HR staff within the department. Please provide the full name and birthdate in the email. A separate email is to be sent to the proper fiscal staff member (Tami or Carrie) with the traveler's name, full address and UF ID (once obtained).
  - In addition the traveler must provide their full legal name (as stated on their license) as well as their birthdate if an airline ticket is to be purchased by the fiscal staff.
  - Travel dates and locations must be noted along with any expected expenses that will be incurred during travel. Please indicate which arrangements will need to be made by the fiscal staff (registration fees, hotel, airfare, rental cars).
  - The foreign per diem rate for meals will differ with each destination. To determine the meal allowance go to [www.gsa.gov](http://www.gsa.gov), locate the destination (or closest location) that you will be visiting and obtain the M&IE rate for that location. Once the M&IE rate is obtained go to: <http://www.fa.ufl.edu/departments/university-disbursement-services/travel/mie-rate-table-for-foreign-per-diem/> and locate the rate on the rate table. You will utilize the Breakfast, lunch and dinner amounts and ignore the incidentals. For example, the M&IE rate is \$257, thus the breakfast rate would be \$39, lunch \$64 and dinner \$103 for a total of \$206.00 allowable meal per diem for the day.
  - PI or authorized coordinators must sign the form as well as provide the funding source for travel. Departmental approval is also required for foreign travel. The TA form must also be signed by the appropriate Division Leader or an approval email attached - regardless of the funding source for the trip. The division leaders are Bill Hogan for Biomedical Informatics, Keith Muller for Implementation & Decision Sciences, and Bruce Vogel for Health Outcomes.
  - There is an additional section of questions on the TA to complete regarding foreign travel. This allows the traveler to note any decal item, such as a computer, that they may be taking with them complies with UF Asset Management guidelines for foreign travel.
  - The traveler must register with Team Assist Emergency Assistance Program : <http://www.ufic.ufl.edu/travelregistration.html>

- Upon completing the registration, print out the insurance acknowledgement form and attach to the TA request.
- In addition, a UF international travel checklist (attached to the foreign travel authorization) must be completed and submitted with the travel request packet. This checklist will insure the traveler is following UF travel protocol in regards to foreign travel.
- When all forms are complete with all necessary information and signatures it should be submitted to the new folder on the [share drive](#).
- The fiscal staff will review the request for funding verification. Upon approval, it will be submitted in the UF travel system.
- Once the submission of the travel request is complete, booking of travel can begin.
- Any travel arrangements that are to be made by the fiscal staff will be booked at this time. If the traveler is completing the travel arrangements, they will be notified at this point that reservations can be made.
- The fiscal staff will forward all confirmation emails regarding this travel as arrangements are made.
- It is important to keep the currency exchange rate in mind while traveling in a foreign country. All receipts should be saved and reviewed to determine if they are noted in a foreign currency or US dollars. If a foreign currency is used the traveler must provide documentation of the conversion rate to US dollars. UF prefers to use [www.oanda.com](http://www.oanda.com) for this conversion as it provides a historic view of the conversion rates. Pcard or CC statements can also act as back-up for what was charged in US dollars versus the foreign currency charged on the receipt.