Travel Expense Reports (TERs)

Travel Expense Reports (TERs) are used to close out travel and reimburse employees for any expenses not pre-paid by the department, such as meal reimbursements. A TER must be submitted for ALL business travel, including any with no personal reimbursement.

*Please submit Expense Reports and receipts within 5 business days of travel completion to avoid any delays in processing*

Completing a TER

Complete a Travel Expense Report Form (TER), found on the department website.

In the first table:
- List the dates included in the travel on the first line.
- List the Time Out and Time In values on the second and third lines. These times will be used to calculate meal reimbursements in the second table.

In the second table:
- Enter the appropriate amount for each reimbursable meal or C for meals provided during the trip, such as by a conference/workshop. Receipts are not required for meal reimbursement.

Note about Foreign Travel: Per diem meal reimbursements for foreign travel vary by location. Contact Tami or Carrie for assistance in determining the appropriate reimbursement amount for your travel destination(s).

In the third table:
- List all actual incurred expenses by day.
- By line item, total expenses paid for by a UF PCard in the PCard Expenses column.
  - With the exception of the itemized hotel receipt, receipts for PCard expenses do not need to be submitted with the TER.
- By line item, total personal expenses incurred by the traveler (to be reimbursed) in the Personal Expenses column.
  - For all expenses paid for personally by the traveler for which they are requesting reimbursement, an associated receipt must be attached to the TER.

Note about Foreign Travel: Contact Tami Ford or Carrie Pons for assistance with conversion rates for personally paid expenses.

Gather all itemized receipts associated with the travel (hotel, gas, tolls, taxi, etc.). Itemized receipts should be scanned and attached to the TER.

**Reminder: A conference/meeting agenda must be submitted with all TERs**

Submitting the TER

Submit the TER and all associated receipts to the HOP share drive.

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After Submitting your TER

- The fiscal staff will review the TER and receipts to ensure all expenses are allowable. The traveler or an appropriate department contact will be contacted if any further receipts or justification are needed before it can be processed.
- The fiscal staff will enter the TER in the UF system. A report will be generated and forwarded to the traveler to review, sign, and obtain the signature of the PI or budgetary authority.
  - Please review the report carefully to ensure it covers all expenses associated with the trip. If changes are needed, the fiscal staff member can make changes and generate a new report.
- Once the signed form is returned to the fiscal staff, it will be submitted with receipts and any other supporting documents for UF Travel review and approval.
- After approval by the travel department, the reimbursement amount will be forwarded to UF disbursements for payment.

**The reimbursement will take 1—2 weeks to process once the final signed form is returned to the fiscal staff. The reimbursement will be directly deposited into your bank account.**

UF Audits of TERs

- UF randomly audits expense reports for compliance with UF regulations.
- If further information or documentation is needed beyond what was originally submitted, the department’s fiscal staff will be contacted.
- The fiscal staff will work with the traveller to obtain the information necessary to satisfy the audit.