



United Faculty of Florida  
306 East Park Ave.  
Tallahassee, FL 32301

**SAMPLE**  
**Expense/Travel Voucher**

FOR OFFICE USE

Vouchers must be submitted within 30 days of the expense incurrence

Voucher # \_\_\_\_\_ Gross Amnt \_\_\_\_\_  
Employee Exp. \_\_\_\_\_ Vendor # \_\_\_\_\_

TRAVELER'S NAME: JANE DOE  
ADDRESS: 306 EAST PARK AVE  
CITY: TALLAHASSEE STATE: FL ZIP: 32301

ACCT # \_\_\_\_\_ AMOUNT \_\_\_\_\_

Date	Travel From / To and Purpose	Business Miles	Breakfast	Lunch	Dinner	Hotel	Plane/ Train	Misc. 1*	Misc. 2*	Misc. 3*
9/25/09	TALLAHASSEE TO TAMPA - TRAINING	262	GROUP	7.50	DB	DB	-	Tolls 4.00	-	-
9/26/09	UFF SENATE	-	DB	DB	DB	DB	-	-	-	-
9/27/09	UFF SENATE - TAMPA to TALLAHASSEE	262	DB	7.50	-	-	-	4.00	2.00	-
TOTALS		524	DB	15.00	DB	DB	-	8.00	2.00	-

\* List miscellaneous and extraordinary items and include required receipts.

\* 2.00 HOUSEKEEPING

**SUMMARY**  
Mileage @ (.50/mi) \$ 262.00  
Meals 15.00  
Hotel DB  
Plane -  
Misc 10.00  
Total this page 287.00  
Total other pages -  
Total Expense 287.00  
Deductions -  
Advance Rec'd ( ) -  
Reimbursement Due Traveler 287.00  
(or refund to FEA)

I certify that the expenses reported herein were incurred on official UFF business.

Traveler's Signature: Jane Doe

Date: 9/26/10

Director/Mgr Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**UNITED FACULTY OF FLORIDA  
TRAVEL REIMBURSEMENT POLICY**

Members shall be reimbursed for expenses for authorized union activities upon submission of a UFF-FEA expense form and appropriate receipts. All expenses must be submitted within 60 days from the date of the meeting in order to be reimbursed. The meeting or function attended should be clearly identified.

Expenses of official guests at statewide UFF meetings and committees shall be paid only when they have been authorized in advance by the UFF President or Executive Director.

◆ **LODGING**

Hotel charges are limited to one half the double occupancy room rate and tax. Personal charges for such items as valet service, beverage, and long distance telephone calls are the individual's responsibility and will not be paid by UFF.

◆ **MEALS**

Meals shall be reimbursed for actual expenses up to a maximum of \$6.00 for breakfast, \$7.50 for lunch, and \$17.50 for dinner, based on the duration of travel. When a group meal is provided, no reimbursement will be paid.

◆ **AUTOMOBILE TRAVEL**

Effective January 1, 2010, members who drive shall be paid mileage at the FEA's rate (currently .50 cents per mile). Received toll charges will be reimbursed. Meeting participants traveling by car from the same geographical area are encouraged to travel together.

◆ **AIR TRAVEL (FOR TRAVEL OF MORE THAN 250 MILES)**

The immediacy of the meeting and the amount of time spent at the meeting in relation to the amount of time necessary for automobile travel shall be taken into consideration when determining travel by air. Meeting participants who fly are urged to make reservations as early as possible in order to take advantage of the lowest rates. Received airport parking charges will be reimbursed.

The President of UFF and any member on full release time shall be reimbursed in accordance with the FEA travel reimbursement policies, except when in attendance at official UFF statewide meetings.

Revised and Adopted by UFF Senate 09/18/05

rev. 01/08/2010