

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 30 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** (*note: Per the IRS UFF will only reimburse meals where receipts are provided)

- ◆ 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****revised 1/03/2017

Meeting participants traveling by car from the same geographical area are encouraged to travel together. The member driving shall be paid mileage at the IRS rate (currently 53.5 cents per mile).

Members driving alone to the UFF Senate meetings shall be paid mileage at the rate of 27 cents per mile.

Receipted toll charges will be reimbursed.

◆ **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. Receipted 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.

Find additional expense vouchers on the UFF site at
<https://myuff.org/leader-and-staff-resources/>

Revised and Adopted by UFF Senate 09/20/15 and revised by IRS regulations

