

Center for Latin American Studies
Travel Guidelines for Center-based Faculty

General

Faculty should complete and submit their [travel authorizations \(TA\) task sheet](#) to the Center's or TCD's Program Coordinators. For international travel, the form needs to be accompanied by UFIC's international travel registration and, if applicable, by UFIC's Cuba approval. Here's the link to register your international travel with UFIC: <http://www.ufic.ufl.edu/travelregistration.html>

Travel Authorizations should be submitted no later than 7 business days prior to your travel. Please indicate on the form the source of your funds; the Coordinator can assist you in identifying the correct chartfield info.

For Title VI travel, you must have an IRIS travel approval request (TAR) approved for foreign travel. You must have all the details of your travel (airfare, lodging, ground transportation, and all other charges) submitted to the Center Program Coordinator at least 35 days prior to your departure date. Failure to do so will result in forfeiture of your Title VI award for that travel.

Airfare

Faculty should either **purchase their own airfare** or arrange it **through the Center's travel agent, [Beth DeMarco](#)**. If purchased by the faculty, please be aware it cannot be reimbursed until after the end of the trip.

If your funds come from a Federal Grant, please make sure your foreign airfare complies with the [Fly America Act](#).

Lodging

Faculty are responsible for making their own reservations and paying for them. You will be reimbursed at the end of your travel. Please make sure you follow the GSA per diem for lodging limitation when you are travelling on **Title VI and other federal funds**. Click [here](#) to see the GSA rates. If you have questions, please contact the appropriate Program Coordinator.

Meals

Meals will be reimbursed at the state rate for domestic travel (B-\$6; L-\$11; D-\$19) or the GSA rate for foreign travel. You can receive an \$80 per day per diem rate in lieu of both meals and hotel. If you choose to use per diem, there is no need to keep receipts.

Registration

Faculty are responsible for their own registrations. For conferences, you must provide a receipt of the registration and a copy of the event's program. Please make sure the program includes **the title of the conference and the title of your presentation**.

Car Rental

Faculty are responsible for their own rental car arrangements. In order to get the discounted state rate, you should use UF's [Avis/Budget reservation webpage](#). You must provide receipts for the rental, tolls, and gas. The rental contract number is **D134100**.

Cash Advance

It is possible to receive a cash advance for out of pocket expenses prior to your trip. Please make sure you indicate it on the task sheet (check box on top of form). Keep in mind that cash advances must be reconciled no later than **10 days after the travel end date indicated on the TA form**.

Receipts

A breakdown of the expenditures that require receipts can be found on the [travel department brochure](#).

Expense Report

[An expense report](#) should be submitted **within 7 days of the return date listed on your TA form**. All receipts should be submitted with the expense report.