After Trip Required Documents

* Link to Concur – an ER
  + <https://www.concursolutions.com/home.asp>
* Required documents, if applicable
  + Registration form with breakdown of charges and form of payment
  + Agenda
* Receipt breakdown
  + Baggage type and amount
  + Rental car – Avis/Budget are the UF contracted vendors
  + Airline
    - Aircard will automatically upload
    - If on a Pcard, the holder of the card will reconcile the charge
  + Ground transportation
    - Uber, Lyft, Taxi, etc…
      * 20% tip limit for reimbursement
  + Fuel – for rental cars only
  + Lodging
    - A zero balance PAID folio, not just a reservation confirmation
  + Parking
  + Tolls

\*Note: If items are purchased by someone else’s Pcard, they will be on that person’s report.

\*Example:

Airfare: Aircard booked under your profile – your expense report

Rental car: Pcard from finance office – will not appear on your expense report

Meals: only the ones not provided by the conference (agenda required) – your ER

Lodging: Pcard from your advisor/PI – will not appear on your expense report

\*Note: Please contact the fiscal team if you have any questions before making a purchase. Each purchase must be within UF guidelines.

\*Note: Because of IRS regulations, all expense reports for travel or other employee reimbursements must be submitted in the myUFL accounting system no later than 60 days after the expenses were paid or after the date of return from travel.