**MSE DEPARTMENT TRAVEL PROCESS**

* All MSE travel reimbursements must comply with [University Travel Policies](http://www.fa.ufl.edu/directives-and-procedures/travel/).
* Before leaving on your trip (ideally as soon as you are aware of upcoming travel), go to the [MSE Travel Form](https://sharepoint.mse.ufl.edu/finance/travel/_layouts/15/start.aspx#/Travel%20Authorization/Forms/AllItems.aspx). Check the Before Travel box at the top, fill out as much of the form as possible and submit the completed form to the MSE Finance Office.
* The form should be completed at least 10 business days in advance of your expected domestic travel departure, and at least 30 days in advance of your expected international travel departure (additional guidance related to international travel is provided below).
* The MSE Travel Form should be used for all travel. Please send all receipts for any travel related charges with the form.
* All Faculty and TEAMS staff are strongly encouraged to review the University guidance for Disclosure of Outside Activities for all travel where something of value is received. This can include but is not limited to honorariums, travel expenses covered on your behalf by an outside entity, and waived registration fees.
	+ When required, the Disclosure of Outside Activities must be submitted at least 45 days in advance. Travelers should not incur or book any travel expenses in advance of your Disclosure of Outside Activities being approved. In the event that your Disclosure of Outside Activities is disapproved, any travel expenses incurred will not be reimbursable and those prepaid (pcard purchases) through UF must be reimbursed by the presumptive traveler.

**INTERNATIONAL TRAVEL**

* Please review the [International Travel guidance](https://research.ufl.edu/cfompliance/export-controls/international-travel.html) tips from the UF Office of Research and [Division of Research Compliance and Global Support](https://research.ufl.edu/compliance.html) for assistance with export licenses or other authorizations.
* Register your travel with the [UF International Center](https://internationalcenter.ufl.edu/node/116) (UFIC) by completing the International Travel & Insurance Registry.
* If you are traveling with any UF-owned equipment, including a laptop or other mobile computing device, request pre-approval from [UF Asset Management](https://myassets.fa.ufl.edu/ext/#/home).
* All International Travel is also subject to and contingent upon a Restricted Party Screening through Visual Compliance. This screening pertains to your travel destination(s) and the organization(s) you are visiting and will be conducted during review of your travel authorization.  Should this screening yield any findings or potential issues you will be notified promptly.

**VACATION RENTALS**

Vacation rentals (Airbnb, FlipKey, HomeAway, HomeToGo, HouseTrip, Tripping, VayStays, VacayHero, VRBO, ect.) should not be used if travel time is less than seven consecutive days.  HWCOE travelers should use hotel accommodations when traveling for UF business purposes.  Exceptions to this practive will need prior approval from the Associate Dean for Student Affairs.  Cost savings alone will not be a sufficient justification for an exception to this business practice.

For questions or to request a waiver from this business practice, please contact the Associate Director of Administrative Services.

**UPON RETURN FROM TRAVEL – ADVANCE NOTICE:**

* At the conclusion of your travel, please complete the [MSE Travel Form](https://sharepoint.mse.ufl.edu/finance/travel/_layouts/15/start.aspx#/Travel%20Authorization/Forms/AllItems.aspx).  You may edit the form that was filled out before leaving and click the button at the top to change it from Before Travel to After Travel. Then, update the form as necessary to reflect actual dates, times and expenses. NOTE: Don’t forget to attach scans of all travel-related receipts. When you are finished updating the form, submit it to the MSE Finance Office. Please do this as soon as possible after you return to ensure your reimbursement is not subject to annual W-2 taxable income per IRS Publication 463.
* Travel reimbursement requests submitted more than 60 days after the conclusion of your travel will be recorded as taxable income.
* For questions about how to complete the travel authorizations or the expense reports, please email the MSE Finance Team.