

# University Of Florida Travel Policy

In order to more effectively manage university travel expenditures, reduce university travel costs, improve the quality of travel services provided to the university by independent agencies and obtain travel management reports which will assist in the accomplishment of these goals, the following university travel policy has been adopted.

Through a competitive process, the university has designated specified travel agencies as the preferred agencies of the university. Should the services of a travel agency be utilized, university policy requires the use of a preferred agency when the employee or student traveler is based in Alachua County, and the travel is paid for through the University. This policy applies to travel expenditures paid by an employee/student to a travel agency for which university reimbursement will be requested, as well as expenditures charged directly to the university's travel ghost card accounts. Preferred agencies will be the only agencies provided with the university's travel ghost card account numbers. This information allows the preferred agency to bill travel services directly to the university's credit card account. All airline tickets for university travelers must be purchased through a preferred agency. The direct purchase of tickets from the airlines will not be reimbursable under this policy except as noted in the exceptions section below.

University travelers based outside of Alachua County may use a preferred agency if they so desire and the preferred agency can provide the quality of service expected.

The university will not make payment to any travel agency which has not received the preferred designation, or reimburse an employee/student for payments made to an agency which is not preferred, unless the purchase qualifies under the following exceptions:

1. Travel programs that result in lower fares than the preferred agency could obtain. Such programs may include, but are not limited to senior citizen fares offered directly by airlines, consolidator fares and other similar offerings.
2. Travel paid with funds controlled by a granting agency where use of a specified travel agency is mandated by the grantor. Proof of such restriction will be required.
3. Travel paid from funds not under the direct control of the university.
4. Travel packages and tours arranged by the university, which require specialized assistance or services not obtainable through a preferred agency.
5. Special circumstances as approved by the Vice President of Administrative Affairs or designee.

Documentation of the circumstances surrounding an exception to the travel policy must be provided in sufficient detail and time to permit an administrative review of the reasons why a preferred agency was not utilized. Prior approval of travel exceptions is strongly recommended. If there are any doubts as to whether travel qualifies for an exception to the university policy, the best course is to contact your appropriate travel office prior to committing funds for this travel.

Administrators may designate a specific preferred agency for use by the employees of their administrative unit. Such an approach could provide the unit with better service and will make available from a single source a comprehensive report of the unit's travel expenditures. University employees may not accept financial inducements or gifts from travel agencies seeking their business. University departments must obtain travel services under the terms of the University contracts with the preferred agencies.

Any commissions on travel received by the university as a result of preferred travel agency contracts will be made available to the units or colleges which generate the commission. The administrator of the unit or college will determine use of the commission.

[Back](#) University of Florida Policies and Procedures

[Back](#) to Referring Memo