



## TRAVEL REIMBURSEMENT GUIDELINES

### **Mileage Policy** (*USF Travel Policy Manual, revised March 4, 2008*)

Travelers utilizing their personal vehicles are authorized to be reimbursed at the Florida Statutory rate of .445 cents per mile.

All Travel connected with the official business of the University must be by the most direct and economical route available.

The Traveler is authorized to claim mileage from official headquarters or home, whichever is less.

***Under no circumstances shall a Traveler claim mileage reimbursement for traveling between the Traveler's home and the Traveler's headquarters ( i.e.,USF St. Petersburg). Note: According to university travel policy, travel to attend meetings at USF St. Petersburg is considered a condition of employment and not reimbursable.***

### **Travel Authorization for Intern and Practicum Student Supervision** (*Effective February 29, 2008*)

Once intern placements have been completed, the Supervisor's Travel Authorization Rquest (STAR form) must be submitted, in order to receive authorization for submittal of mileage reimbursements.

The College will reimburse travel to supervise final interns and practicum students only for the required number of visits, according to the internship handbook and syllabi for other practicum (i.e., **4** for final internship / **3** for Level I / **4** for Level II).

Requests for reimbursement of mileage for additional supervision visits will be considered on a case by case basis and will need to be approved in writing by Dr. Bonnie Braun and Dean Vivian Fueyo.

## **Travel Expense Reports (TERs)**

TERs are to be submitted within two weeks of the semester ending.

All required information must be completed by traveler, in order for the request to be forwarded for processing:

1. Header Information completed (Name, Address, SS #, etc.)
2. Travel must be itemized per date (from and to destinations), showing mileage per trip.  
\* The record of miles must be accurately maintained and shown on the TER. Dates and times of departure and return need to be reflected. For travel to supervise interns, the number of the actual visit for a particular intern or practicum student (such as visit #1), needs to be included on the form.
3. The Traveler should subtotal each TER sheet, when it's necessary to use multiple sheets.
4. One TER sheet which should reflect the grand total that is being request for reimbursements. The Traveler's signature must be on the sheet showing the grand total of mileage.
5. Traveler must attach the Map Mileage reflecting the beginning point and ending point. (i.e. MapQuest, Yahoo or Expedia)
6. If toll expenses are incurred, attach all receipts to the TER.

TERs are submitted to Dean Vivian Fueyo for her approval, and then TERs are forwarded to Accounts Payable. The turnaround time for processing travel reimbursement takes a minimum of two weeks.

Attachments: Supervisor's Traveler Authorization Request Form (STAR)

Traveler Authorization Request Form (TAR)

Traveler Expense Request Form (TER)