

# **Herbert Wertheim College of Engineering (HWCOE)**

## **Administrative Procedure**

Procedure: AP 2020-02

**Title:** Travel- Lodging

**Effective Date:** 12/01/2019

**General:** HWCOE travelers are required to use prudent judgement for all expenses related to lodging. Travelers should take equal care for their safety in hotels and house-sharing platforms. It is important to identify and consider any risks associated with using home-sharing services. University of Florida, UF Foundation, or other rules, regulations, policies that are more restrictive will always take precedent. Proper stewardship of HWCOE funds is an obligation of all HWCOE employees.

The HWCOE has adopted amendments to the University's Directive Statement on Lodging, included below for ease of reference.

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### **Lodging**

#### **Directive**

Lodging reimbursement is limited to single occupancy unless rental accommodations are shared by more than one authorized traveler. The University may require justification for a single room rate that exceeds the maximum lodging amount per the [GSA Domestic Per Diem Schedule](#) unless a conference/convention hotel rate is used, or the rate claimed is less than the stated conference/convention rate.

Any travelers who lodge within 50 miles of their headquarters or residence must have approval from the department head prior to claiming per diem or reimbursement. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of travel conditions.

No one, whether traveling out of state or in state, shall be reimbursed for any lodging included in a convention or conference registration fee paid by the University.

Travelers are allowed up to 1 day on domestic travel and 2 days on foreign travel to reach destination and return from destination if needed.

House-sharing platforms (including, but not limited to, Airbnb, FlipKey, HomeAway, HomeToGo, HouseTrip, Tripping, VayStays, VacayHero, VRBO, etc.) may not be used for lodging when traveling for the HWCOE when the total lodging need is less than seven consecutive days. The HWCOE requires travelers to use hotels for these accommodations. Any exceptions to this will need prior written approval from the Associate Dean for Student Affairs when students are involved and the Executive Director for Finance for all other travels. Cost savings alone will not be enough of a justification for an exception to be made.

## Reason for Directive

University travelers are required to use prudent judgment for all expenses related to lodging to ensure responsible stewardship of University resources.

Expenses for lodging are reimbursed, as explained below, either on an actual, reasonable expense basis, or on a per diem basis. Personal expenses, such as guest accommodations, room service, entertainment and other non-business charges, are the responsibility of the traveler.

## Who must comply?

All UF departments.

## Procedures

The traveler may use the University of Florida purchasing card or personal funds to pay the lodging bill.

1. If using personal funds, the traveler will be reimbursed for the actual expense of the lodging
  2. To secure reimbursement following completion of travel, the traveler must provide the itemized hotel bill showing the actual amount paid, or a \$0 balance due and method of payment must accompany
  3. The traveler or designee must follow the steps in the UF HR Toolkit – Create an Expense Report and attach the itemized hotel bill
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Departments with questions regarding this administrative procedure may contact Finance at (352) 392-0903. You may also e-mail your questions to [All-processing@eng.ufl.edu](mailto:All-processing@eng.ufl.edu)

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NOTE: This and other Administrative Memos are maintained at:

<https://www.eng.ufl.edu/faculty/administrative-procedures/>

(ALL ATTACHMENTS TO ORIGINAL MEMOS ARE POSTED HERE)

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## Administrative Procedure History

Original December 2019