Faculty Travel Guidelines

The Faculty Members obtain $3500.00 a year for CME Continuing Medical Education. There is a yearly maximum roll over balance of $7000.00 from the first year to the next, with approval. Faculty will be reimbursed for the following items with an approved Travel Authorization Request Form (The Travel Authorization Request form and additional resources are available on the Medical Education Department Resources website https://med.ucf.edu/academic-departments/medical-education/resources/).

1. Registration
2. Airfare
3. Hotel
4. Meals
5. Mileage
6. Parking Taxi/Shuttle/Tolls
7. Business Call/Internet Usage

Travel Reimbursement Voucher

- *** In order to be reimbursed for travel, the faculty member must fill out the Travel Reimbursement Voucher and it must be submitted to the department’s administrative assistant, within 10-days after the return date. ***
- All of the original receipts must accompany the travel reimbursement voucher. If the faculty member is missing a receipt, the faculty member will only be reimbursed for the items that have a receipt.
  - The receipt must show how the item was purchased (i.e. Gift Card, Master, VISA, American Express…) and the total.

The following receipts/items are needed when submitting the Travel Reimbursement Voucher to the department’s administrative assistant:

1. CME Agenda
2. Registration
3. Airfare
4. Hotel
5. Mileage
6. Parking Taxi/Shuttle/Tolls, if any
7. Business Call/Internet Usage, if any