

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