Travel Procedures

When you would like to book a trip, please follow these steps:

1) Complete the Department Travel Authorization Form. This form can be found on our website under faculty resources [http://biostat.ufl.edu/resources/faculty-resources/](http://biostat.ufl.edu/resources/faculty-resources/)
   - Please be sure to fill out the blue box as completely as possible.
   - Include an outline of daily activities during the trip and how you would like them to be counted for PHHP leave.

2) Once this form is completed, please send this to your travel processor:
   - Melissa Layne (melissa.layne@ufl.edu)- BIO main
   - Angela Newsome (anewsome@ufl.edu)- CSQUID
   - Noah Weller (nweller@cog.ufl.edu)- COG
   - Justin Yang (justyang@ufl.edu)- CDCC
   - Melissa Stabel (mstabel@ufl.edu)- backup processor

3) After Chair’s approval** you may proceed with travel arrangements. Please refer to the Traveler’s Guide or ask your processor before booking anything you are unsure of and make sure there are no policy changes. [https://www.fa.ufl.edu/directives/helpful-handouts/](https://www.fa.ufl.edu/directives/helpful-handouts/)

   Remember to provide a comparison airfare and Annual Leave Request (http://biostat.ufl.edu/resources/faculty-resources/) form if you are taking leave during your trip

4) Changes with your travel plans need to be communicated with travel processor ASAP.

*Clarification from PHHP TAR instructions are below.
Weekends days are ALWAYS coded as “Weekend” even if you are in transit or attending a session
Dean-Directed Travel all items coded under section number 4 above
Workdays are coded when the faculty member is working in the office at least four hours for that day
For staff assigned to by supervisor to work related event, i.e. maintaining a booth, making a recruitment visit etc. would also be coded “Workday”
Transit Days per policy are 1 day before and 1 day after for domestic trips and 2 days before and 2 days after for international
(remember Weekend are ALWAYS weekend days even if you are in transit)
Annual Leave days per item 5
Professional Leave for all other days

**Holiday If you are traveling on a US designated holiday: New Year’s Day, Martin Luther King Jr.’s Birthday, Memorial Day, Independence Day, Labor Day, UF Homecoming, Veterans Day, Thanksgiving (Thursday and Friday) and Christmas Day

**Reimbursement is not guaranteed until Dept. TAR is complete and has Chair’s approval