

ADDY TIPS



Completing Travel Reimbursement Forms Using Electronic Signature

University of Central Florida (UCF) travelers and their supervisors are encouraged to sign travel reimbursement forms using digital signatures. This eliminates the need to submit paper copies of travel reimbursement documents. Instead, all supporting material such as receipts can be scanned, attached to the form as PDFs, and emailed to the Finance and Accounting (F&A) Travel Department. Documents containing a digital signature field can be signed in either the full version of Adobe Acrobat or in Adobe Acrobat Reader, which can be downloaded for free at <https://get.adobe.com/reader/>.

An exception is for travel funded by state contracts, designated by Fund Code 21029 STATE CONTRACTS AND GRANTS. The forms submission process for any travel funded by a project or department using this fund code still requires printed forms to be signed in ink.

Remember that you must have a purchase order (PO) number to complete a travel reimbursement form. **You should acquire the PO before the travel occurs** by submitting a requisition for the planned trip to the F&A Travel Department. For further details review the Addy Note *Creating a Travel Requisition* on the forms portion of the F&A website.



How to Fill Out a Travel Reimbursement Form

Before a travel reimbursement form is signed, all travel lines should be completed:

Step	Action																																																								
1.	<p>Navigate to the Travel Payables section on the Forms page of the F&A website at https://fa.ucf.edu/forms/</p> <div data-bbox="305 716 1349 1539" style="border: 1px solid black; padding: 10px;"> <p>Travel Payables</p> <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>FORM#</th> <th>FORMAT</th> <th>INSTRUCT'N</th> </tr> </thead> <tbody> <tr> <td>ACH Opt-Out Form (Electronic Payment Authorization Form for Employee and Travel Reimbursement)</td> <td></td> <td>PDF</td> <td></td> </tr> <tr> <td>Application For Advance On Travel Expense</td> <td>41-552</td> <td>PDF</td> <td></td> </tr> <tr> <td>Complimentary TAR</td> <td>41-902</td> <td>PDF</td> <td></td> </tr> <tr> <td>Enterprise Electronic Billing Agreement</td> <td></td> <td>PDF</td> <td></td> </tr> <tr> <td>Foreign Per Diem Worksheet</td> <td>(03/2005)</td> <td>PDF</td> <td></td> </tr> <tr> <td>Group Travel Summary Report</td> <td>41-554</td> <td>PDF</td> <td></td> </tr> <tr> <td>Group Travel - Roster of Travelers</td> <td>41-554A</td> <td>PDF</td> <td></td> </tr> <tr> <td>Invoice/Payment Transmittal</td> <td>41-909</td> <td>PDF</td> <td></td> </tr> <tr> <td>Meeting Information</td> <td>41-907</td> <td>PDF</td> <td></td> </tr> <tr> <td>PCard's Voucher For Reimbursement Of Traveling Expenses</td> <td>41-901pc</td> <td>PDF</td> <td></td> </tr> <tr> <td>Travel Checklist (Before/During/After)</td> <td>41-959</td> <td>PDF</td> <td></td> </tr> <tr> <td>Voucher For Reimbursement Of Traveling Expenses</td> <td>41-901</td> <td>PDF</td> <td></td> </tr> <tr> <td>Voucher For Reimbursement Of Traveling Expenses (2 pages)</td> <td>41-901-2pg</td> <td>PDF</td> <td></td> </tr> </tbody> </table> </div>	DESCRIPTION	FORM#	FORMAT	INSTRUCT'N	ACH Opt-Out Form (Electronic Payment Authorization Form for Employee and Travel Reimbursement)		PDF		Application For Advance On Travel Expense	41-552	PDF		Complimentary TAR	41-902	PDF		Enterprise Electronic Billing Agreement		PDF		Foreign Per Diem Worksheet	(03/2005)	PDF		Group Travel Summary Report	41-554	PDF		Group Travel - Roster of Travelers	41-554A	PDF		Invoice/Payment Transmittal	41-909	PDF		Meeting Information	41-907	PDF		PCard's Voucher For Reimbursement Of Traveling Expenses	41-901pc	PDF		Travel Checklist (Before/During/After)	41-959	PDF		Voucher For Reimbursement Of Traveling Expenses	41-901	PDF		Voucher For Reimbursement Of Traveling Expenses (2 pages)	41-901-2pg	PDF	
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2.	<p>Download and save the appropriate travel reimbursement form: form 41-901; form 41-902-2pg, which contains an additional page of travel lines; or form 41-901pc for PCard reimbursements.</p>																																																								



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Step	Action
6.	<p>Attach all supporting material to the form, and Save it. The form must have been downloaded from the F&A website and saved before you can attach a document.</p> <p>Note: The attachment process may vary depending upon the version of Adobe Acrobat or Adobe Acrobat Reader that you use.</p> <ul style="list-style-type: none"> In Adobe Acrobat Pro DC click Tools > Edit PDF > Open. Click the More button on the top right hand side, and select Attach File. In Adobe Acrobat XI select Tools > Content Editing > Attach a File to open the Add Files dialog box. <p>Then, for both versions navigate to the file you would like to attach, select it, and click Open to attach the file. It will appear in the Attachments panel of the form.</p>
7.	The traveler and supervisor who approved the travel sign the form digitally (see below for details).

How to Digitally Sign a Travel Reimbursement Form

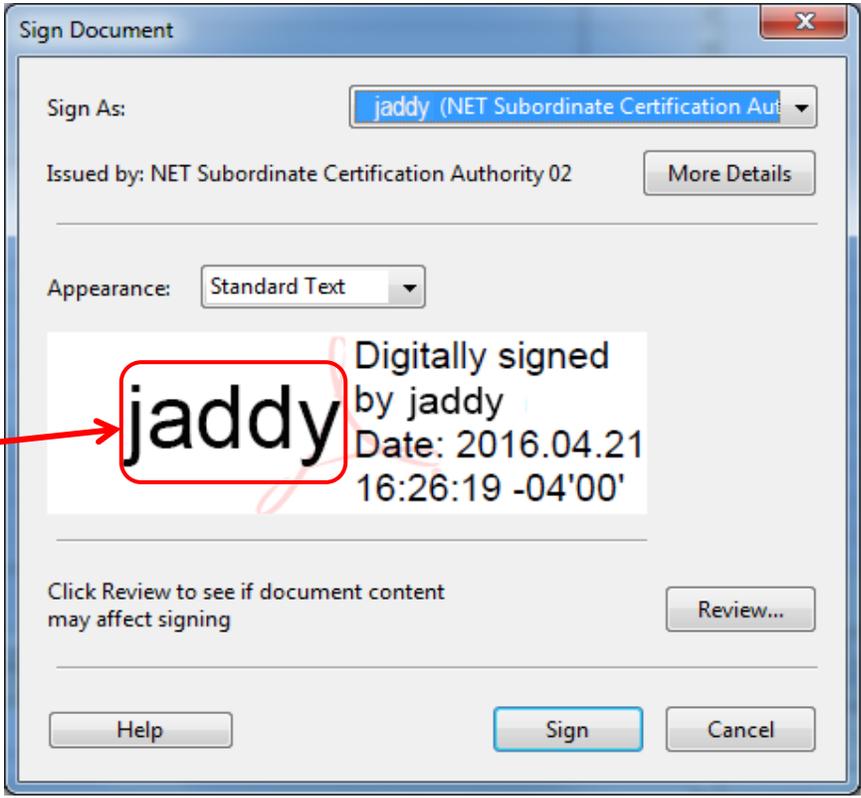
The traveler should follow the steps below to digitally sign the travel reimbursement form. Then, the supervisor should sign the form following the same process.

Step	Action
1.	<p>Click on the form field beside Traveler Signature or Supervisor Signature, as appropriate.</p> <p>The screenshot shows a form with the following fields: TRAVELER SIGNATURE, DATE PREPARED, TITLE, SUPERVISOR SIGNATURE, SUPERVISOR PRINTED NAME, SUPERVISOR TITLE, and DATE APPROVED. Red boxes highlight the TRAVELER SIGNATURE and SUPERVISOR SIGNATURE fields, which have a question mark icon next to them, indicating they are the focus of the step.</p>



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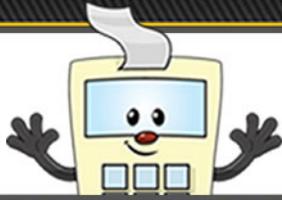
Step	Action
2.	<p>The Sign Document dialog box will appear. Click Sign.</p>  <p>Note: When the traveler or supervisor has logged into the UCF computer system with their NID, that person's NID signature will appear automatically in the Sign Document dialog box unless the person has previously selected a different default signature. The NID signature is supported by a security certificate.</p> <p>If your digital signature does not display properly, contact either your information technology (IT) department or the Financials Service Desk at (407) 823-5117, option 6, or email fntrain@ucf.edu.</p>



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Step	Action
<p>3.</p>	<p>The Save as PDF window will display. Adjust the File name and folder location as desired, and click Save.</p> <div data-bbox="402 640 1339 1386" data-label="Image"> </div> <p>In the newly saved version of the form, a digital signature should appear in the form field.</p> <div data-bbox="402 1543 1364 1690" data-label="Image"> </div>
<p>4.</p>	<p>Complete the Date Prepared and Title fields, and Save the form.</p>



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Step	Action
5.	The traveler emails the signed version of the form to the supervisor who approved the travel.
6.	The supervisor digitally signs the form. See Steps 1-4 for details on this process.
7.	Submit the signed form and attachments to the Travel Department at travelfa@ucf.edu .