

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 a 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.	Navigate to the Travel Payables section on the H https://fa.ucf.edu/forms/	Forms page	e of the F	&A websi	te at
	Travel Payables				•
	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		
2.	Download and save the appropriate travel reimb 902-2pg, which contains an additional page of the PCard reimbursements.	oursement f ravel lines;	form: forn ; or form	m 41-901; 41-901pc	form 41- for





Step	Action		
3.	Complete the information at the top of the page, inputting the traveler's name on the Vendor line and traveler's Employee ID in the Vendor ID # line.		
	Please use lower case when completing this form. Using upper case increases the possibility of losing part of the entries. Clear Entries UNIVERSITY OF CENTRAL FL VOUCHER FOR REIMBURSEMENT OF TRAVELING EXPENSES VEDOR ? PREVARED BY PROXT ? PONTMBER ? (8 dgts) OF TRAVELING EXPENSES CAMPUS & 44cp ? DEST/PROTECT NO. ? ? IS TRAVELER A UCF STUDENT? Yes No Ho CHECK ONE Employee Non-EmployeeInd. Contractor		
4.	Enter inforamtion regarding the trip and related expenditures in the travel reimbursement lines. Note that after you input mileage or a dollar amount and click enter, the form totals all lines automatically.		
	Meals for Class Per Diem or Actual Per Diem Map Vicinity Other Expenses Other Expenses Z A & B Lodging Milesge Milesge <t< th=""></t<>		
	32 110 10 32 110 10		
	Column Column 20.00 MI. Column Summary Total Total ® \$ 0.445 MI. Total Total Total		
	\$64.00 \$220.00 \$8.90 \$0.00 \$292.90 LESS ADVANCE RECEIVED ? Use a minus sign when keying this amount > > >		
	LESS ADJUSTMENTS ? Use a minus sign when keying this amount ⇒ NET AMOUNT DUE TRAVELER \$202.00		
	NET AMOUNT DUE UNIVERSITY ?		
5.	Scan all supporting material such as parking receipts, and save them as PDFs.		



ADDY TIPS



Step	Action
6.	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.
	Note : The attachment process may vary depending upon the version of Adobe Acrobat or Adobe Acrobat Reader that you use.
	• 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.
	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.
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.	Click on the form field beside Traveler Signature or Supervisor Signature , as appropriate.
	I hereby certify or affirm that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of ortical duties; that per dem claimed has been appropriately reduced by any meas or lodging included in the convention or conference registration fees daimed by me; and that this voucher conforms in every respect with the requirements of Secton 112.051, Florida Statutes. I further certify or affirm that I have not been or will not be relimbursed for any of these expenses from another source and that these expenditures have not been paid via the UCF Purchasing Card. TRAVELER SIGNATURE:
	Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business for the University of Central Florida and was performed for the purposes stated above: SUPERVISOR SIGNATURE: ? SUPERVISOR PRINTED NAME: DATE APPROVED:





Step	Action
2.	The Sign Document dialog box will appear. Click Sign.
	Sign Document
	Sign As: jaddy (NET Subordinate Certification Aut Issued by: NET Subordinate Certification Authority 02 More Details
	Appearance: Standard Text
NID	jaddy Date: 2016.04.21 16:26:19 -04'00'
	Click Review to see if document content may affect signing
	Help Sign Cancel
	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.
	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 <u>fntrain@ucf.edu</u> .





Step	Action
Step 3.	Action The Save as PDF window will display. Adjust the File name and folder location as desired, and click Save. Save As PDF
	File name: Form_41-901_JAddy.pdf Save as type: Adobe PDF Files (*.pdf)
	the newly saved version of the form, a digital signature should appear in the form field.
	I hereby onffy or affirm that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately induced by any meals or lodging included in the convention or conference registration fees claimed by me; and that this voulther conflorms in every respect with the requirements of Section 112.061, Florida Statutes. I durbuter conflorms in every respect with the requirements of Section 112.061, Florida Statutes. I durbuter conflorms in every respect with the requirements of Section 112.061, Florida Statutes. I durbuter conflorms in every respect with the requirements of Section 112.061, Florida Statutes. I durbuter conflorms in every respect with the requirements of Section 112.061, Florida Statutes. Purchasing Card. TRAVELER SIGNATURE: JAddy DATE PREPARED: TITLE
4.	Complete the Date Prepared and Title fields, and Save the form.





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 <u>travelfa@ucf.edu</u> .