

Standard Operating Procedures

DEPARTMENT OF AGRICULTURAL EDUCATION &
COMMUNICATION

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9/16/2021

Contents

Definitions	3
Attendance and Leave Policy	3
Employee Assistance Program	7
Faculty Information.....	7
Faculty Promotion and Tenure (P&T)	7
AEC Promotion and Tenure Procedure and Deadlines	7
Peer Teaching Assessment Process	7
Purchasing at UF	9
Purchase Request Online Form.....	9
Purchasing Card (PCard)	10
Reimbursement Requests (Non-Travel).....	10
Training at UF.....	11
Travel for Business	11
US/Domestic Travel	11
Foreign Travel	11
Pre-Approval Travel Form.....	12
Post-Travel Form.....	12
Graduate Assistant Travel Funding	12
Travel on Department Funding.....	14
Tax Implications	14
Department Vehicles	14
How to reserve an AEC Vehicle.....	14

Definitions

AEC: Department of Agricultural Education & Communication

CALS: College of Agricultural and Life Sciences

Chartfield: a series of numbers indicating the fund source with the UF system. Should include, at minimum; the Department ID, Fund Code, Program Code, Budget Reference. (*Example: 60XX0000-10X-XX00-CXXXX*) This can be obtained from the AEC business office, from a project PI/Co-PI or myInvestigator for grants funds, from another department if they are “granting” you funding for an award or travel.

ER: Expense Report – Input by the AEC Business Office for faculty & staff employed by AEC after the Post Travel form has been submitted online with supporting documents.

Fiscal Year (FYXX): July 1, 20YY thru June 30, 20XX

FTE: Full Time Equivalency – 1.0 FTE=40 hours work per week

GA: Graduate Assistant

Gatorlink: Your UF username and password

IFAS: Institute of Food and Agricultural Sciences

Project Number: The project number as related to grant funding. Should be included with the chartfield when using grant funds for travel or purchases. This can be located in myInvestigator.

TA: Travel Authorization – Input by the AEC Business Office for faculty & staff employed by AEC using the information submitted on the Pre-Travel Form online.

UFID: Your UF Identification Number (8 digits)

Attendance and Leave Policy

Attendance is an essential aspect of every position of the Department of Agricultural Education and Communication. This policy is not intended to supersede university regulations or policies and should be read in conjunction with university regulations, policies and procedures. Unsatisfactory attendance will be dealt with in accordance with University Regulations. <https://benefits.hr.ufl.edu/time-away/>

Work Hours

- a) The minimum workweek for fulltime employees is forty (40) hours. A scheduled work day for a full-time employee will typically include a lunch period and may include rest breaks. Schedules shall be determined by the supervisor.
- b) Employees are expected to adhere to their specified work schedule, report to work on time every scheduled workday, and be at their workstation ready to begin work at the start of their shift.
- c) Non-exempt employees must accurately report actual time worked and must be compensated for all hours worked.

- d) Any modifications to work schedules including overtime, or flex time, should be requested and approved in advance.
- e) Any overtime for non-exempt employees must be approved by the immediate supervisor and the department chair in advance.

Call-in procedure

- a) In the event of unanticipated absences, including sickness or lateness, employees must call and speak directly to their immediate supervisor as soon as possible, but no later than fifteen (15) minutes after the start of their shift.
- b) If the immediate supervisor is unavailable, the employee should contact the main office as defined by area and leave a number where they can be reached. The supervisor may then return the call.
- c) Failure to follow proper call-in procedure will result in appropriate discipline action.

Breaks

The University recognizes that employees work better when they are rested and refreshed.

- a) During each four (4) hours that an employee works, a fifteen (15)-minute rest period is permitted whenever possible. Supervisors should advise employees of particular arrangements for rest breaks in their sections.
- b) Rest-periods may not be accumulated for later use (to extend lunch breaks, or arrive late or leave early) and may not be combined to use for longer breaks.
- c) Rest-periods are to be counted as time-worked and there is no need to record the time in the system
- d) Employees are expected to take their scheduled lunch break at the designated time and for the scheduled duration.
- e) Non-exempt employees are not permitted to work during their lunch breaks and must accurately report the time.

Tardiness

- a) Tardiness is defined as reporting to work late at the beginning of the work shift, leaving early or returning late from a work break or lunch, or leaving work early at the end of the work day, all without approval.
- b) Tardiness will result in unauthorized leave without pay, unless leave with pay is approved by the supervisor for extenuating circumstances.
- c) The university's system of "rounding time" does not excuse tardiness nor apply to beginning or end of the work shift. It only applies to the way leave is reflected in the system.
- d) Excessive tardiness [three (3) or more instances in a thirty (30) day period] will result in appropriate disciplinary action.

Leave Plans:

Vacation

- a) Vacation leave may only be taken after approval is received from the employee's immediate supervisor.
- b) Except for emergencies, employees should submit requests for vacation in advance. Vacation request for more than three days should be submitted at least one week in advance. Requests for one day or less should be submitted at least twenty-four (24) hours in advance.

- c) The granting of vacation leave is at the supervisor's discretion based on departmental needs and workload.
- d) Vacation leave will not be permitted when an employee calls in sick except for Family Medical Leave Act (FMLA) qualifying absences. However, when vacation leave has been properly requested and approved, employees may use it for any personal reason including medical appointments.

Sick Leave

- a) Sick leave may be used for an employee's illness, or injury, or exposure to a contagious disease, or medical appointments.
- b) Sick leave may also be used in reasonable amounts for an immediate family member's illness, or injury, or medical appointment or death.
- c) Employees must follow proper departmental call in procedure to notify their supervisor directly when they are out sick. If the employee is not able to call the supervisor directly on the first day of the absence, they must do so as soon as possible thereafter. At that time if the illness is expected to be longer than one day the employee should indicate the expected length of the absence. For absences longer than the expected time, the employee must follow call in procedures on the next day, to keep the supervisor informed. The exception is where medical documentation has been submitted informing the supervisor of the duration of the absence.
- d) When possible, employees should try to schedule routine medical appointments for times that are least disruptive to the department. Also, employees should notify and obtain approval from their supervisors prior to scheduling and using leave for routine medical appointments.
- e) Where an employee has exhausted their accrued sick leave, future unscheduled absences may result in leave without pay, unless the absence is FMLA-qualifying (for which accrued vacation leave can be used).
- f) More than three (3) occurrences of sick leave in any 30-day period may be considered excessive. An "occurrence" is defined as a single absence consisting of consecutive time periods. Employees may be required to submit documentation from a health care provider after each occurrence of sick leave if their sick leave usage is considered excessive or develops into an identifiable pattern.
- g) For an occurrence of three (3) or more consecutive work days, employees may be required to submit a doctor's note upon their return to work.
- h) Employees who call in sick after they have requested and been denied vacation will be required to submit a doctor's note.

Compensatory Leave

Employees who have accrued overtime, regular, or special compensatory leave, must use such leave prior to using vacation leave. Employees must request and receive supervisory approval prior to using any type of compensatory leave.

Administrative Leave

An employee may be granted administrative leave for court/jury duty/witness, death in the immediate family or other situations as approved by appropriate university authorities. An employee who is summoned for jury duty should notify their supervisor of the expected absence as soon as possible and submit a copy of the subpoena. Full-time TEAMS and USPS employees may use up to two (2) days of administrative leave for each occurrence of death in their immediate family. The 2-day benefit is

prorated for part-time employees. When requested, the employee must provide their supervisor with the name of the deceased and the affiliation with the employee.

Leave Without Pay (LWOP)

Leave without pay will result where employees who have exhausted their accrued leave balance have their supervisor's approval for their absence. Leave without pay can also be used to make an employee's FTE whole where an employee with an FMLA qualifying event uses intermittent leave during an extended leave of absence. Leave without pay must be approved in advance by the supervisor.

Family and Medical Leave Act (FMLA)

Employees are entitled to up to twelve (12) workweeks or four hundred eighty (480) hours of unpaid leave per fiscal year for absences relating to birth of a child or adoption or foster care; or when an employee or their spouse, parent, or child has a serious health condition.

- a) An employee requesting leave under the FMLA must submit a Certification of Health Care Provider form completed by their physician. The form is available online at <http://www.hr.ufl.edu/forms/benefits/healthcarecertification.pdf>.
- b) Employees may use any type of leave towards their FMLA-related absences, however, when overtime compensatory leave is used during FMLA-related absence, it does not count toward the twelve (12) weeks entitlement.
- c) FMLA-related absences must be properly reflected in the system using the appropriate time reporting code.

Leave is a benefit available for employees to attend to personal needs. Supervisors should inform employees about the importance of good attendance, and the effect of unsatisfactory attendance on coworkers, daily operations, and ultimately the division. The Department of Agricultural Education and Communication employees are expected and encouraged to take personal responsibility for their attendance and appropriate use of available leave benefits. Supervisors should make every effort to accommodate leave requests that are submitted appropriately and in a timely manner. However, abuse of leave, or failure to report to work as scheduled, or a pattern of unscheduled and/or excessive absences or tardiness will not be tolerated. These constitute unsatisfactory attendance for which appropriate disciplinary action could result. Also, time worked and leave must be accurately entered in the system. Falsification will not be tolerated under any circumstances, and will result in disciplinary action up to and including dismissal.

The Department of Agricultural Education and Communication values its employees and their efforts towards achieving the goals and missions of the University. We hope these guidelines will help employees understand the expectations of the University pertaining to attendance and leave usage. Please feel free to discuss any concerns with your supervisor, department chair or contact your Employee Relations Satellite office at (352) 392-4777.

Employee Assistance Program

The Employee Assistance Program (EAP) offers someone to talk to and resources to consult whenever and wherever you need them. All UF faculty, staff, graduate assistants, non-student OPS, house staff/residents, and postdoc associates as well as their household members are eligible to receive services.

<https://eap.ufl.edu/>; 833-306-0103; 800-697-0353; guidanceresources.com (WebID: UFEAP)

Faculty Information

Faculty Promotion and Tenure (P&T)

The guidelines for the promotion process can be found at <https://hr.ifas.ufl.edu/tenure-and-promotion/>. On this website you will find a number of documents that provide specific guidelines on how to complete the various sections of the promotion packet. These are found in the “Packets” section on the website. It is crucial that these guidelines are followed. The deadlines (<https://hr.ifas.ufl.edu/tenure-and-promotion/schedule/>) stay pretty consistent year to year. IFAS HRDI normally hosts promotion and tenure workshops in the spring. Attendance at one of these sessions is strongly encouraged.

AEC Promotion and Tenure Procedure and Deadlines

In AEC, our internal deadlines are:

1. Faculty notify chair of intent to submit for promotion (& tenure, if appropriate) during the annual review process (Jan-Feb).
2. Faculty mentor committee reviews and provides comments on promotion packet (March-April).
3. Draft of promotion document is submitted to chair for review/edits by May 1.
4. The candidate and chair meet around May 15 to determine list of external reviewers.
5. Final draft of promotion document is submitted to chair by June 1.
6. Promotion document is sent to external reviewers by June 7 with a deadline for external review letters to be returned by August 1. (Deadlines past this point are set by IFAS or UF)
7. Promotion document submitted to IFAS HRDI in late-July (around July 25) for format review.
8. Promotion document uploaded into the OPT system by mid-Aug (around Aug 15).
9. Faculty review and vote (late Aug-early Sept).
10. Chair letter uploaded into OPT by mid-Sept. (around Sept 15)
11. IFAS (IFAS P/PS/T committee; Deans) and UF (APB; Provost) reviews happen; notification usually doesn't come until early June.

Peer Teaching Assessment Process

Guidelines and related documents for this process can be found on the CALS website at the links provided below.

- [Peer Teaching Assessment Summary \(July 15, 2015\)](#)
- [Peer Teaching Assessment \(July 15, 2015\)](#)
- [Peer Teaching Assessment Observation Form \(July 15, 2015\)](#)

In AEC, we operationalize these guidelines by doing the following:

1. When a faculty member wishes to engage in this process, the faculty member is to send an email to the department chair requesting a Peer Teaching Assessment committee be appointed.
 - a. In this email, include the following:
 - i. Name of course to be reviewed
 - ii. Meeting time and location of the course
 - iii. Suggestion on an external committee member (outside of AEC)
 - iv. Syllabus for the course (past syllabus is appropriate at this time with the current version being provided prior to the review.)
2. The department chair will make formal invitations to faculty members to serve on the Peer Teaching Assessment committee. In AEC, typically the faculty member's mentoring committee members to serve as the two internal (AEC) members.
 - a. The committee member role includes:
 - i. Participation in all committee meetings
 - ii. Review of all related documentation
 - iii. Complete classroom observations
 - iv. Contributing to peer teaching assessment final report
3. Once the committee membership is finalized, the department chair will ask one member to serve as the chair of the committee to guide the process.
 - a. The committee chair role includes:
 - i. Coordination of committee meetings
 - ii. Gathering of required documents from the faculty member being reviewed. This includes securing access to online materials (e.g., Canvas).
 - iii. Ensuring dissemination of documents to other committee members
 - iv. Coordination of committee member classroom observations
 - v. Facilitation of drafting the committee final report
 - vi. Facilitation of final peer teaching assessment meeting where the committee shares the report with the faculty member being reviewed
4. The committee chair will schedule an initial meeting to discuss the course, its goals, and other aspects and logistics of the peer teaching assessment.
5. At the completion of the peer teaching assessment, the committee chair will send a written summary to the department chair, the faculty member being reviewed, and all committee members.

There is also a role for this Peer Teaching Assessment committee to play in the tenure and/or promotion process. The chair of the peer teaching assessment committee is asked to provide a summary of all peer teaching assessments included in the tenure and/or promotion process. Information on the format and content of this summary can be found in the *CALS Guidelines for Preparing the Teaching Section of the UF Tenure and Promotion Packet* ([https://cals.ufl.edu/content/PDF/Faculty_Staff/CALS_TP_Guidelines%20\(3-10-21\).pdf](https://cals.ufl.edu/content/PDF/Faculty_Staff/CALS_TP_Guidelines%20(3-10-21).pdf)).

As noted in these guidelines, a summary of all Peer Teaching Assessments is required. (https://hr.ifas.ufl.edu/assets/pdf/tenure/Peer_Teaching_Assessment_Summary_7-15-15.pdf) The peer assessment narrative is prepared by the Peer Teaching Assessment Committee, based on the candidate's teaching accomplishments, course materials, peer observations and teaching evaluations. The narrative should be no more than three pages in length and is to be inserted as section 10.C. of the Tenure and

Promotion document. Individual summaries of classroom observations or other reviews are NOT to be included in the Tenure and Promotion packet. Those observations and reviews are to be summarized in the peer assessment narrative.

The summary narrative should include the following components:

1. Peer Teaching Assessment Committee membership, and a brief summary of the procedures followed in preparing the narrative
2. Aggregate comments from the committee members of what they observed that the instructor did well and areas that could be improved using the major headings:
 - a. Course Organization and Instructor Preparation
 - b. Course Goals, Objectives, and Activities
 - c. Learning Environment

Purchasing at UF

Needing to purchase supplies or equipment, managing a contract or processing a purchasing order or invoice? Follow these steps to ensure timely processing and accuracy.

UF Procurement Directives and Procedures: <https://procurement.ufl.edu/uf-departments/directives-procedures/>

Purchase Request Online Form

The purpose of the online purchase request form is to:

- Initiate the request for AEC Business Office to make a purchase on your behalf.
- Turn in a receipt for a purchase that you will make/have made to include your business purpose and funding source.

ALL Computer/IT purchases should be processed through the AEC IT Specialist.

The Purchase Request Form can be found here: <https://aec.ifas.ufl.edu/resources/faculty-staff/>
You MUST include a funding source.

Contracts: DO NOT SIGN a contract! Contact the AEC Business Manager with a copy of the contract to get it reviewed and signed by the UF Procurement office. UF has strict contracting policies to adhere by.

myUF Market: All permanent faculty and staff can “shop” in myUF Market. You access this through myUFL, Self Service. MyUF Market includes pre-negotiated contract vendors for common materials purchased at UF. Before making any purchases, you should check here first for pricing. Typical office supply orders need to be directed to Catherine Clark. Other purchases can be directed to the AEC Business office through the purchase request form. More information on how to shop in myUF Market: <https://procurement.ufl.edu/uf-departments/myuf-market/faqs/>

Purchase Orders: If you are working on something that requires a purchase order, please contact the AEC Business Manager.

Purchasing Card (PCard)

PCards are designated for use by UF faculty and staff employees who make purchases or travel for UF business. PCards are issued to individual UF employees whose dean, director or department chair authorize the request. *If you would like to request a UF PCard, please email the AEC Business Manager with a justification of how you would use the PCard to benefit your program and UF.*

UF Procurement Card (PCard) Website: <https://procurement.ufl.edu/uf-departments/procurement-cards-pcards/>

Training Required to obtain a UF PCard: PST975, PST076, & PST077

PCard Holders must take the PCard refresher course (PST974) every two years.

When using your PCard in Florida, be sure to tell the vendor that your transaction is tax exempt. The UF tax-exempt number is printed on your PCard. If you would like a business card sized tax-exempt certificate, please contact the AEC Business Office. Other states are not required to honor the Florida tax-exempt certificate. If charged tax within the state of Florida, you may be required to reimburse the university.

- Provide receipts to the AEC business office within THREE (3) DAYS of making the purchase. The ONLY exception on this is if you are traveling, you can turn in your receipts upon return.
- Include the funding source with your receipt (Chartfield)
- All receipts must have the cardholder's signature, unless the receipt is in email form and is forwarded to the AEC Business Office by the cardholder.
- Include a UF business purpose for the transaction.
- Cardholders are responsible for all transactions if they meet your card limits. If you do not know your card limits, contact the AEC Business Manager.
- Your PCard should NEVER be linked or saved on ANY account nor used for recurring charges.
- Using your PCard on Amazon? Request an Amazon Business Account
<https://procurement.ufl.edu/uf-departments/how-to-purchase-from-amazon-business/>
- Personal charges made on your PCard are against UF policy and will result in immediate suspension of your PCard privileges.
- NO travel insurance may be purchased on state appropriated funds. Please check with the AEC Business Manager BEFORE purchasing travel insurance.

Reimbursement Requests (Non-Travel)

For purchases made with personal funds for a business purpose you can request reimbursement using the online form: [Reimbursement Request for Non-Travel](#). This is processed similar to an expense report. You MUST provide a legible receipt, a clear business purpose, and a funding source. View [Tax Implications](#) section for information regarding reimbursement of sales tax.

Training at UF

The University of Florida has many training opportunities and outlets. All of the below referenced trainings can be found online at <http://mytraining.hr.ufl.edu/>.

Required training at the University of Florida:

- GET803: Maintaining a Safe and Respectful Campus
- OOC101: Compliance: A Collaboration for Success!

Required training in AEC:

- PRV803: FERPA for Faculty
- PRV801: HIPAA & Privacy – Research

Recommended training in AEC:

- PRO301: UF 101
- PRO302: The Color of Money

Travel for Business

When traveling on UF Business and using Departmental Funds or Grant Funds follow these procedures to ensure prompt reimbursement of travel expenses, as allowed.

View the UF Travel Directives here: <http://www.fa.ufl.edu/directives-and-procedures/travel/>

US/Domestic Travel

- Meal Rates: Breakfast=\$6, Lunch=\$11, Dinner=\$19; no matter where in the US you travel.
 - You can only claim meals if you are staying overnight.
- Rental Cars: UF has a contract with Avis and Budget Car Rentals. *Account Number: A113400 (AVIS), T417600 (Budget)*. You MUST use the contract for UF business travel when renting a vehicle. Justification must be made, in writing, if you do not use this contract. For more information: <https://procurement.ufl.edu/contracts/rental-vehicles/>
- Airfare: Airfare can only be reimbursed (or PCard used for) for Main Cabin class tickets only.
 - <https://www.fa.ufl.edu/directives/air-travel/>

Foreign Travel

- UF requires that all faculty, staff and graduate students who are traveling abroad on University business register with the UF International Center. Visit this website for information and to register online. <https://internationalcenter.ufl.edu/node/116> Include a copy of your registration with your pre-travel and post-travel form.
- If you will be taking a UF owned laptop with an asset decal (barcode) you must register the device online prior to travel. File the Foreign Travel Request here: <http://www.fa.ufl.edu/departments/asset-management/annual-inventory-off-site-certifications-foreign-travel-with-equipment-request/>

- Meal rates vary by city for foreign travel. Links to the foreign per diem rates can be found in the [UF Travel Directives](#).

Pre-Approval Travel Form

You must file a pre-approval travel form prior to travel if:

- You are attending a meeting or conference with a registration fee.
- You will have PCard expenses prior to the travel taking place (ie: Airfare).
- You are traveling abroad (Foreign).

Use the Pre-Approval Travel Form found here: <https://aec.ifas.ufl.edu/resources/faculty-staff/>

Best Practice: *Submit this form PRIOR to making any purchases related to travel, including conference registration fees. This is an estimate of your travel expenses. At minimum, please submit 30-days in advance of the departure date.*

You must provide the funding source with your request (Chartfield string). If you do not know this information, please ask the AEC Business Office for assistance before you submit your form.

Information to include with your Pre-Approval Travel Form:

- Registration Form: This should include details about what is provided with your registration fee.
- Chartfield String, funding source, project number
- Prior approval from other funding source, if applicable. If another department is funding your travel, provide the email or correspondence providing that information.
- Include receipts or confirmations if you have already made purchases and/or reservations related to the travel.

Post-Travel Form

You must file a Post-Travel Form if you used or are using UF funds or grant funds for business travel.

Items to include with your Post-Travel Form:

- Registration Form and Receipt
- Lodging Receipt from the Hotel
- Airfare Ticket(s) – this MUST include a ticket number, departure & arrival times
- Conference or Meeting Agenda
- Itemized, legible receipts
- Chartfield String and/or Project Number
- Include the intern's name, if you were on an intern visit.

Graduate Assistant Travel Funding

The AEC Department maintains the philosophy that graduate student participation in research conferences is a win-win scenario for both the student and the department. As funds are available, the department will offer partial support to AEC graduate students attending conferences and presenting

conference posters and/or research papers. Due to budgetary constraints, limits must be established as follows on the number and amount of awards provided to any given graduate student during the budget year:

- Until budgeted funds are expended, each PhD student will be provided up to \$250 per conference (\$500 fiscal year total) to support participation in **two** research/professional society conferences (e.g., AAAE, SAAS, ALE, AIAEE, AEC, AEJMC, NACTA, etc.) held during this fiscal year. A department conference travel award may be received as reimbursement (after travel has occurred) or used to pay pre-registration fees or purchase airline tickets in advance. If department funds are used in advance of the travel, and the student cancels their conference attendance for any reason, the student must reimburse the department for the amount of the matching funds. A Travel Authorization Request (TAR) form must be given to the AEC Business Office at least 30 days in advance of the travel to initiate the request for department conference travel support. If the student wishes to apply this department support toward a pre-registration fee or airline ticket that costs more than \$250, the student must pay the department the difference in the cost of registration or air travel. The student will be responsible for any late registration fees. A completed TAR form must be approved in advance for all travel that involves university funds and vehicles.
- Up to \$250 will be provided to MS students in the department to help with the cost of their participation in **one** research/professional society conference during this fiscal year, using the same procedures as described above.
- With the exception described in the following bullet, in order for PhD and MS students to receive this department support for participation in research/professional society conferences, the student must be the first or second author and presenter or co-presenter of the paper or poster. These roles must be indicated on the TAR form. This policy is not intended to discourage collaboration on research projects but rather to encourage leadership on such projects.
- To encourage early involvement in research projects and conferences during their graduate program, pending available funding, first-year PhD students will be provided up to \$150 to participate in one research/professional society conference, even if they are not an author or presenter of a paper or poster. This will count as one of the two conference travel awards available in the fiscal year to PhD students.
- Students who receive \$250 or more toward their expenses to attend a conference from a grant administered in the AEC department or from another department, PIE Center, or UF sources are not eligible to receive a conference travel award from department general funds to attend that conference. If the amount of support provided by one of these other sources is less than \$250, students can request the difference (\$250 less the amount from the other source) from the department for that conference. The purpose of this policy is to extend the department funds budgeted to support AEC graduate student conference travel, and thus, allow the department to financially support the conference travel of more AEC graduate students each year. Students requesting a department award for conference travel must add a statement in the "Notes" box on the TAR form indicating the amount and source of additional travel funds for that conference, if any.
- When department funds budgeted for graduate student conference travel support become depleted before the end of the fiscal year, such support will cease for the remainder of the fiscal year.

Travel on Department Funding

You must submit a Pre-Approval Travel Form prior to travel in order to initiate the request for use of AEC department travel funds. Please indicate what program you are traveling for in the comments section of the form.

Tax Implications

If you do not have a UF PCard and use personal fund for UF business expenses, you may or may not be reimbursed tax charges. This is at the department's discretion.

If you do have a UF PCard and choose to use personal funds rather than your PCard for allowable expenses, you will not be reimbursed sales tax.

Department Vehicles

Department (State) Owned Vehicles available for business use: Toyota Prius and Dodge Caravan.

You must be a UF Employee; AEC Faculty, Staff or Graduate Assistant, to reserve and use either vehicle. If there is an AEC Volunteer that needs to reserve, you will be required to file a volunteer form to be eligible.

Driver's License checks are required by the University. These checks will be performed within the department every 6-12 months.

How to reserve an AEC Vehicle

1. Email Catherine Clark (caclark@ufl.edu) with your request.
 - a. The request must include: Date of travel, location of travel, a clear business purpose, and the number of people riding in the vehicle.
2. Once your request is approved, you will check out the keys from Catherine.
 - a. Review the ["What to Know Before You Go" Brochure](#)
3. While you are out:
 - a. Fill out the vehicle driving log correctly. If the sheet fills up turn it in upon your return.
 - b. Keep the vehicle CLEAN.
 - c. Absolutely NO Animals. (Service animals are allowed)
 - d. Refueling at a gas station: Use 87 octane. You can use your PCard, personal card, or cash to fuel up the state vehicle. Obtain a receipt.
 - e. Refueling the Prius at UF Motor Pool: *Please do NOT fill up the van at Motor Pool*
 - i. It is necessary to swipe your Gator 1 card before using your fuel key.
 - ii. Use 87 octane.
 - iii. Follow the [directions](#) on the pump, you have 20 seconds to complete each step.
 - iv. Hang up the nozzle when you are done.
4. Returning the vehicle:
 - a. Return the vehicle to campus promptly.
 - i. Prius: assigned space next to The Hub.
 - ii. Van: Fifield grass lot on Hull Road. Obtain a temporary parking pass for your personal vehicle to use in this lot while using the van. Please park away from the trees.
 - b. Turn in keys to Catherine Clark.

- c. Report any damages upon your return.

If you should need to use another department's 12 or 15 passenger van (or rent one), please be sure to complete the online training. Please allow 14 days for approval. This can be found online at:

http://www.ehs.ufl.edu/programs/hazard_ergo/vanpol/