Hotel Guidelines

The following guidelines apply to lodging expenses incurred while traveling on official University of West Florida (UWF) business.

Single Room Rate

UWF reimburses lodging expenses based on the single occupancy rate only. If a hotel receipt reflects a double occupancy rate, reimbursement will be limited to the applicable single-room rate. If the hotel documentation confirms that the single and double occupancy rates are the same, the full amount may be reimbursed. Otherwise, the difference between the single and double occupancy rates must be deducted.

Hotel Receipt Requirements

An itemized hotel receipt showing a zero (0) balance is required for reimbursement. If the traveler uses an express check-out and the hotel receipt reflects an outstanding balance, a credit card receipt or credit card statement showing payment must also be provided. Travelers are encouraged to provide their email address during check-in, as most hotels can email an itemized receipt upon departure.

Personal Charges

Personal expenses are not reimbursable, including, but not limited to:

- Personal telephone calls
- In-room movies or streaming services

Business-related telephone charges and business-related internet access may be reimbursed when properly documented and necessary for official UWF business.

Parking

UWF will reimburse the actual cost of self-parking. Valet parking or other premium parking options are reimbursable only when self-parking is unavailable or when a documented business necessity exists.

Portage (Baggage Handling)

Actual portage charges are reimbursable up to $1 per bag, not to exceed $5 per incident. Receipts are not required for portage charges of $5 or less. Portage charges exceeding $5 per incident require a receipt and additional business justification.

Hotel Room Rate Exceeding $225 Per Night

When the single-room rate exceeds $225 per night, the traveler must provide a written justification explaining why a more economical lodging option was not available or appropriate; and documentation comparing rates for comparable hotels in the same geographic area.

Lost Hotel Receipt

If a hotel receipt is lost and the hotel is unable to provide a duplicate, the traveler must submit a signed document stating that the receipt is unavailable. The certification must include the Name of the hotel, City where the traveler stayed, Dates of lodging, and an itemized breakdown of the lodging charges. Do not use the Missing Receipt Declaration for lost hotel receipts.

Hotel Reservation Cancellations

Travelers are responsible for canceling hotel reservations when travel plans change or a trip is canceled.

The traveler is personally responsible for any cancellation fees, no-show charges, or other penalties resulting from failure to cancel a reservation within the hotel's required cancellation period.

Shared Hotel Rooms

When multiple UWF travelers are traveling on official UWF business, lodging expenses may be reimbursed as follows:

- If one traveler pays the hotel bill for a room shared by multiple UWF travelers, that traveler may request reimbursement for the full lodging expense.

- If one traveler pays the hotel bill for multiple separate hotel rooms occupied by UWF travelers, that traveler may request reimbursement for the total lodging expense.
- If two travelers share a hotel room and each pays a portion of the lodging cost, each traveler may claim reimbursement for their respective share of the expense on their Travel Expense Report (TER).

Lodging Within 50 Miles of Headquarters

Lodging expenses are generally not reimbursable when the overnight stay is within 50 miles of the traveler's official headquarters or residence. Exceptions may be granted when the circumstances requiring the overnight stay are fully documented and approved by the traveler's Department Head prior to reimbursement.

For additional information regarding Hotels, please refer to the UWF Travel Manual.