

## UF Law's Guest Travel Information

Dear \_\_\_\_\_,

We are looking forward to having you join us in Gainesville, FL this \_\_\_\_\_. This email provides important travel reservation information for flights and hotels.

Our desire is to accommodate your preferred travel arrangements. The University of Florida Levin College of Law is located in Gainesville, Florida, with airport code GNV. You are welcome to secure your flights, and request reimbursement, or we are happy to secure them for you. UF is permitted to reimburse for a round trip economy flight to and from your home town arriving the day prior to and departing the day after the event. If you would like our assistance, please reply to this email with any preferred travel arrangements including, at a minimum, desired dates and times and arrival and departure airport codes.

To reserve your flight, we will need the following information:

- Name as it appears on your driver's license
- Date of birth
- Mobile phone number (Only used in a traveling emergency- example: flight cancellation)
- Frequent traveler information

Following receipt of your email, we will make a reservation on your behalf and forward it to you. We will make best attempts to accommodate your preferred travel arrangements.

Once flights are confirmed, we will make a hotel reservation for you.

We recommend Uber/Lyft for in-town ground transportation.

As UF Law is a state institution, we have maximum reimbursements for meals while on travel set by the state; we reimburse \$6 for breakfast, \$11 for lunch, and \$19 for dinner in the event that you eat on your own on this trip, though we anticipate most meals will be with faculty or students.

For reference, here is a link to UF's travel policies: <http://www.fa.ufl.edu/directives-and-procedures/travel/>. Thank you for your time and please do not hesitate to contact me with any questions or concerns.

We look forward to your visit!