

Florida State University Controller's Office Travel



(850) 644-5021

travel@admin.fsu.edu

<http://control.vpfa.fsu.edu/Travel>

Reference Guide for Travelers
and Travel Representatives

August 2014

TABLE OF CONTENTS

- I. Travel Processes and Forms
- II. Travel Classes
- III. Per Diem
- IV. Meals
- V. Transportation
- VI. Lodging
- VII. Conferences
- VIII. Foreign Travel
- IX. Receipts
- X. Physically Disabled Travelers

Processes and Forms

- Travel Authorization (T-Auth)
- Cash Advance Request
- Expense Report Reimbursement (ER)
- Payment Request Forms (PRF)

Time Frames for Form Submission

Advance Registrations (PRF):

10-30 days prior to registration deadline

Cash Advances:

15 days prior to trip start date

Travel Authorizations (T-Auth)

Complete prior to trip

All travel requires a T-Auth in OMNI, which is an estimate of the money needed for the trip. Requires Project Manager Approval (if applicable) and Dept. Approval.

Trip Information must include:

- Purpose of trip
- Specific names of events to be attended.
- Benefit to the University, which should not duplicate the purpose and should provide a clear statement of how the trip will benefit the sponsored project, FSU or the State of Florida – not the traveler.

Expense Report Reimbursement

Expense reports (ER), for "out-of-pocket" expenses, should be submitted for payment processing within 10-days of trip completion.

Expense reports (ER) for Travel Card purchases should be completed within 3 days of the charges appearing in "My Wallet".

Receipts need to be faxed, on Expense Receipt header page, to 645-9501.

II. TRAVEL CLASSES

Class A – Continuous travel of more than 24-hours away from headquarters.

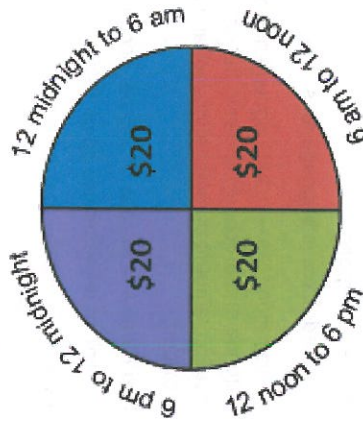
Class B – Continuous travel of 24-hours or less involving an overnight absence from headquarters.

Class C – travel for day trips, not involving an overnight stay away from headquarters.

Travel must be more than 50 miles away from headquarters to claim meals & lodging or per diem.

III. PER DIEM

Daily Per Diem - \$80 per full day (\$20 per quarter, see pie chart below).



IV. MEALS (not allowed for Class C travel)

Breakfast:

(travel before 8am, beyond 8am) - \$6

Lunch:

(travel before noon, beyond 2pm) - \$11

Dinner:

(travel before 6pm, beyond 8pm) - \$19

Traveler may claim either:

- Meals and Lodging (or)
- Per Diem

Traveler cannot claim both on the same day.

V. TRANSPORTATION

Use most economical means of travel

Airfare

- Two hours, for travel time, is allowed prior to departure or after arrival for check in/out at the airport
- A detailed itinerary and receipt are required including class of fare & ticket number
- Justification required for flight changes
- Travelers fly coach class or cheaper and purchase non-refundable tickets
- Receipts are required for all baggage fees

Rental Cars – AVIS

- Make reservations by phone (800-338-8211) or at www.avis.com
- Provide the state contract number (AWD)-A113400
- Insurance is included in contracted rates.
- Justification required for upgrading from Compact "B" car
- Fill up the car prior to returning to Avis (do not use Avis fuel options).
- The department can use its discretion as to whether the use of the AVIS Plate Pass system (to pay tolls) is allowable.
- Use seatbelts and operate vehicle in accordance with laws and conditions
- Hybrids are available for in-state rental. Include certification stating hybrid was deemed most economical means of travel.

Mileage

- Map Mileage must be taken from the official FL Dept. of Transportation (FDOT) website. (See the FDOT Official Highway Mileage viewer at <http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>)
- For out of state travel or if your city is not listed on FDOT, MapQuest can be used. Map Mileage is calculated city to city, not address to address
- Vicinity Mileage is travel within city limits
 - over 50 miles per day requires justification
- Enter Map mileage and Vicinity miles as separate line items on expense report.

VI. LODGING

- Requires a paid, itemized receipt
- Justification is required if nightly room rate exceeds \$150 per night in-state and out of state (excluding taxes)
- Lodging may only be reimbursed for the single occupancy rate.
- Justify Valet parking if used
- Justify phone calls and/or internet use with business purpose.

VII. CONFERENCES

- Traveler may not claim a meal allowance if the meals were included in the registration fee paid by the University; this applies even if the traveler decides not to eat the meals.
- "Continental breakfast" and "banquets" are considered meals – at the conference.
- A reception is not considered a meal.
- Submit the conference agenda with the expense report receipts.

VIII. FOREIGN TRAVEL

- Lodging will only be reimbursed based upon the original paid lodging receipts and only up to the maximum foreign lodging amount as specified in the US Department of State tables (see information on foreign travel at <http://control.vpfa.fsu.edu/Travel/Foreign-Travel-Information>).
- Itemized, paid hotel receipts are required.
- Meal rates for foreign travel do not begin until the traveler arrives at the foreign destination and terminate when the traveler departs from the foreign country. Foreign Per Diem is not allowed – the standard State Per Diem rate of \$80 may be used in lieu of lodging and meals.
- Foreign Incidentals are reimbursed in the same manner as domestic incidentals.

IX. RECEIPTS

Incidental expenses not requiring receipts:

- Meals – traveler reimbursed at set rates
- Taxi Fares – under \$25 per occurrence (maximum reimbursable tip of 15%)
- Parking Charges – under \$25 per occurrence
- Tolls – under \$25 per occurrence
- Portage – limited to \$1 per bag, per occurrence (5 bag maximum)
- Mandatory Valet Parking – limited to \$1 per occurrence and justification required

Incidental expenses requiring receipts:

- Business calls/Internet use – include FSU business purpose.
- Checked/ Excess baggage fees.
- Registration fees – include documentation (agenda and brochure) showing the date, location, amount of registration fee; and meals provided.
- Taxi Fares – in excess of \$25 per occurrence (maximum reimbursable tip of 15%)
- Parking Charges – in excess of \$25 per occurrence
- Tolls - in excess of \$25 per occurrence
- Passport/Visa fees – for official business
- Laundry, Dry-Cleaning and Pressing – after 7 consecutive days of travel with an itemized receipt.

X. PHYSICALLY DISABLED TRAVELERS

When a physically disabled traveler incurs travel expenses in excess of those ordinarily authorized, and the excess travel expenses were incurred to permit the safe travel of that disabled traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary to ensure the safe travel of that individual.

Individual must have documented disability with FSU Human Resources.