



FLORIDA STATE UNIVERSITY

Travel Reference Guide

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University Travel Services
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Mission Critical Travel - travel using State Appropriated dollars must be considered Mission Critical. OMNI approvals include the Mission Critical statement. Effective for FY 16-17.

TRAVEL PROCESSING

Travelers should minimize the amount of travel expenses by ensuring travel arrangements are the most cost-effective considering all relevant circumstances.

Travel Authorization (T-Auth)

Travel is to be approved in advance by completing a Travel Authorization in OMNI. The Travel Authorization should include:

- Trip purpose
- Name of conference/event (if applicable)
- Benefit to University

Travel Card (T-Card)

- Use of the T-Card for registration fees, transportation and lodging is encouraged.
- Use of the T-Card is required for exemption of Florida sales tax. (Ref. University exemption 85-8012584914C-7)
- Cardholder must obtain receipts for all T-Card charges.
- To report a lost or stolen T-Card, contact Bank of America immediately at (888) 449-2273 and T-Card Services at (850) 644-3943.

Expense Report (ER)

- Expense Reports for individual travel should be submitted in OMNI within a timely manner after traveler's return.
- Expense Reports for T-Card purchases should be completed in a timely manner after charges appear in OMNI (My Wallet).
- Expense Reports must indicate if meetings, conferences, conventions, or trainings "are" or "are not" organized in whole or in part by any State of Florida agency/university using State Appropriated dollars.

TRANSPORTATION

Travelers are to choose the most practical and economical mode of transportation, using the most direct route.

Airfare

- Purchase nonrefundable economy/coach class or cheaper tickets. (*T-Card is the preferred method of payment*)
- A detailed itinerary and receipt are required, including class of fare & ticket number.
- Receipts are required for all baggage fees.
- Justification is required for flight changes.

Car Rentals

- Reserve "compact" vehicle through University Enterprise/National Contract (XZ55622) at (877) 690-0064 or online through <http://travel.fsu.edu> (**Ground Transportation**).
- Do not purchase insurance, as it is included in the University's contract.
- An itemized receipt is required for reimbursement.
- Justification is required if Enterprise/National is not used or a larger vehicle is rented.
- Gas receipts must be turned in for reimbursement.

Mileage

- Map mileage is calculated from official headquarters address to destination address. Provide documentation showing mileage between both locations.
- Vicinity mileage is calculated as travel within city, town, or area. Over 50 miles per day requires justification.
- Enter Map Miles and Vicinity Miles as separate line items on expense report.

PER DIEM OR LODGING & MEALS

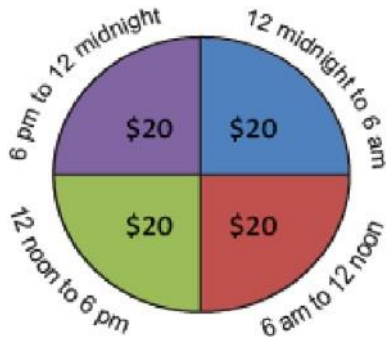
Traveler should claim the greater of:

- Daily Meals and lodging (or)
- Daily Per Diem (usually claimed for last day of trip)

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

Per Diem

Daily Per Diem - \$80 per fully day (\$20 per quarter)



Lodging

- Purchase Single occupancy rate. (*T-Card is the preferred method of payment*)
- Requires a paid, itemized receipt.
- Justification is required for nightly rates, excluding taxes, which exceed \$150.
- If using State Appropriated E&G or Carryforward funds (1xx, 2xx) or Contracts and Grants (C&G) funds 510 through 540, 546 or 552, no justification is acceptable for lodging amounts over \$150 if event was organized in whole or in part by a State of Florida agency or university. Difference over \$150 must be paid from alternative funding source.
- Justification is required for miscellaneous charges (valet parking, phone calls, internet use, etc.)

Meals

Breakfast - \$6

(Travel before 6am and beyond 8am)

Lunch - \$11

(Travel before 12pm and beyond 2pm)

Dinner - \$19

(Travel before 6pm and beyond 8pm)

- May claim meal allowance for meals provided by a hotel or airline or conference “reception”.
- May not claim meal allowance for “Continental breakfasts” and “banquets” included in a conference registration fee paid by the University or third party. This applies even if the traveler decides not to eat the meals.

INCIDENTAL CHARGES

- Portage (up to \$1 per bag, maximum 5 bags per occasion)
- Laundry, dry-cleaning and press for travel extending beyond 7 days, with itemized receipt.
- Passport and visa fees, with receipt
- Currency exchange fees
- Taxi/Shuttle Services
- Taxi/Shuttle tips up to 15%
- Parking
- Tolls

Incidental charges \$25 and under do not require receipts unless purchased with a T-Card or otherwise noted.

Personal Travel (do not use T-Card)

When combining business & personal travel, obtain printed estimates from vendors based on regular business travel times & destinations. Acquire estimates when purchasing item for actual travel dates.

FOREIGN TRAVEL

- Review U.S. Department of State’s *List of State Sponsors of Terrorism* and *Foreign Travel Advisories* before making travel plans.
- Travelers should enroll in U.S. Department of State’s *STEP Service* for safety updates & emergency contact information.
- Flights purchased from federally funded projects must follow “Fly America Act”.
- Meals and lodging are reimbursed up to the maximum U.S. Department of State’s *Per Diem Rates* excluding incidentals.
- Itemized, paid hotel receipts are required. Lodging will only be reimbursed up to the amount paid not to exceed the U.S. Department of State’s lodging amount.
- Foreign meal rates do not begin until arrival at foreign destination and terminate upon departure from foreign destination.
- The standard \$80 daily per diem rate, in lieu of reimbursement for lodging and meals, applies.
- Incidentals are reimbursed in the same manner as domestic incidentals.

CONFERENCE REGISTRATION

Registration fees require:

- Proof of payment
- Breakdown of charges
- Copy of registration form
- Copy of agenda

PHYSICALLY DISABLED TRAVELER

- Additional expenses incurred by physically disabled travelers, are reimbursed to the extent that the expenses were reasonable & necessary to ensure safety of individual.
- Individual must have a documented disability with FSU Human Resources.