



# TRAVEL EXPENSE REFERENCE GUIDE FOR SUPPLIERS

FLORIDA ATLANTIC UNIVERSITY

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Welcome to Florida Atlantic University!

Please review the guidelines below as you may be eligible to qualify for Travel reimbursements. Travelers are encouraged to choose the most cost effective arrangements, while considering all relevant circumstances. Original receipts are required for all major travel (airfare, car rental, hotel, etc).

Visit <http://www.fau.edu/controller/travel/> for the full Travel Policies and Procedures.

## Airfare:



Arrangements are to be made directly by the Traveler/Department. Airfare is reimbursable providing Travel includes:

- ✓ Economy/Coach selections
- ✓ Itinerary and receipts
- Non-reimbursable:
  - Flight insurance
  - Seat upgrades
  - First and Business class
  - Any additional airline upgrades

## Car Rental:



Florida Atlantic University recommends booking your Travel through National or Enterprise.

- ✓ Visit the reservation portal:  
[https://legacy.enterprise.com/car\\_rental/deplinkmap.do?bid=028&refId=FLATLUNI](https://legacy.enterprise.com/car_rental/deplinkmap.do?bid=028&refId=FLATLUNI)
- ✓ Or Call the State-dedicated toll-free customer service number at 877-690-0064
- ✓ Sub-compact or Compact cars are preferred, unless additional space for special accommodations is needed (equipment, baggage, etc.)

Please ask for the FAU rate.

## Car Rental (Continue):

- Non-reimbursable:
  - Rental Car Insurance
  - Prepaid Fuel
  - Other Add-Ons

## Mileage:



- ✓ Fixed rate at \$0.445 cents per mile
- ✓ Eligibility for mileage reimbursement includes using personal vehicle from Official Headquarters or Home, to meeting location (whichever is LESS)
- ✓ Please include a Map showing the miles driven

## Domestic Meals (Per-Diem):

Travel must be overnight and more than 50 miles away one way. *Per Diem receipts are not required.*

Breakfast \$6.00

First Day - Departure	Last Day - Return
BEFORE 6AM	PAST 8AM

Lunch \$11.00

First Day - Departure	Last Day - Return
BEFORE 12PM	PAST 2PM

Dinner \$19.00

First Day - Departure	Last Day - Return
BEFORE 6PM	PAST 8PM

## Meals (Continue):

- Non-reimbursable:
  - Meals in excess of per-diem
  - Alcoholic beverages

## Lodging:



- ✓ FAU Hotel rates are available at <http://www.fau.edu/controller/travel/fau-hotel-rates/>
- ✓ To make a reservation, call the hotel directly and tell them you want the FAU Rate.
- ✓ Meals included – Per Diem must be reduced
- ✓ Must include itemized hotel receipt
- Non-reimbursable:
  - Room Service
  - Other Personal Charges

## Safe Travels!



For FAU full Policies and Procedures please refer to: <http://www.fau.edu/controller/travel/>

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