TRAVEL POLICY QUICK FACTS

This collection of Quick Facts is not intended as a complete reference. Full policy/procedure is online:


- **Banner travel approval requirement**
  - University employees must have a fully approved travel request to travel away from their home base campus.
  - Even if no monies are involved, a complimentary travel approval must still be completed.

- **Meal per diem allowance**
  - The meal per diem rate is a maximum of $36.00 a day. Meals are not provided for day travel.
    - Breakfast — $6.00
    - Lunch — $11.00
    - Dinner — $19.00
  - If a meal is otherwise provided in the course of travel, then such meals must be deducted.
  - Tips in addition to the $36.00 are not allowable; $36.00 is the all-inclusive maximum for meal costs.

- **Transportation costs**
  - **Airfare** is limited to coach class rates only.
  - **Taxi fare** is reimbursable as is a tip up to 15% of the fare.
  - **Rental cars**
    - If State contract for rental vehicles is not used, travel must submit written justification or the traveler will bear any additional cost.
    - GPS systems and toll transponders are not reimbursable.
    - Only compact cars are allowable.
    - Fuel is reimbursable on rental car; mileage is not reimbursable.
  - **Personal cars**
    - Mileage is reimbursed at $0.445/mile.
    - Fuel cannot be reimbursed.

- **Lodging**
  - Hotel is limited to no more than $200 a night within Florida.
  - Within Florida, state sales tax must be deducted from the bill.
  - Standard single room rate is allowable; upgraded room rates are not reimbursable.
  - Room service is not an allowable expense and must be deducted from the bill at reimbursement.

- **Important taxation considerations**
  - Cash advances must be settled within 30 days of travel to avoid tax.
  - Reimbursements must be settled within 60 days of travel to avoid tax penalties.

- **Incidentals**
  - Business-related fax, Internet, or copy services are allowable.
  - Portage tips are limited to $5.00 for entire trip.
  - No personal costs of any kind may be reimbursed.