

TRAVEL POLICY QUICK FACTS

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

http://www.fau.edu/controller/travel/travel_p_p.php

- **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.