



# TRAVEL EXPENSE REFERENCE GUIDE FOR EMPLOYEES

FLORIDA ATLANTIC UNIVERSITY

777 Glades Rd  
Boca Raton, FL 33431  
561-297-3123

Please review the guidelines below as employees traveling on behalf of FAU may be eligible for reimbursement. Travelers are encouraged to choose the most cost effective arrangements while considering all relevant circumstances. Visit [www.fau.edu/controller](http://www.fau.edu/controller) for the full Travel Policies and Procedures.

## Spend Authorization (Estimated Costs):

Spend Authorizations are required for all university travel. It must be submitted and approved **BEFORE** Travel begins.

- ✓ Please provide a Justification: Include reason for travel and Benefit to the University (the travel desk needs as much information as possible).
- ✓ Estimate the costs of expenditures (ex. Hotel, Airfare, Per-Diem, etc.).

## Expense Report (Actual Costs):

The amounts on the Expense Report are the actual costs submitted for reimbursement. Important Items to consider:

- ✓ Dates and travel times (departure/arrival)
- ✓ Justification: Reason for travel and benefit to the University
- ✓ Identify the correct expense item (ex. Hotel)
- ✓ **All original receipts for hotel, car rental, airfare, etc. must be submitted.**

## Registration:

Registration fees may be paid in advance. If this fee includes continental breakfast or meals, the traveler must deduct this meal from their per-diem.

## Transportation:

### Airfare



The University reimburses commercial airfares for economy/coach accommodations. First and business Class transportation is not allowed.

- ✓ Economy/Coach must be selected
- ✓ Itinerary and receipts are required
- Non-refundable:
  - Flight insurance
  - Seat upgrades

### Car Rental



The State of Florida has entered into a contract with National/Enterprise for the rental of cars to individuals traveling at state expense.

- ✓ [https://legacy.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refid=FLATLUNI](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=FLATLUNI)
- ✓ Or Call 877-690-0064
- ✓ If traveler rents a car from a different company the University will reimburse up to the amount stipulated on the Contract with National/Enterprise unless a cost savings result with use of a different vendor
- ✓ Sub-compact or Compact cars ONLY, otherwise justification is required

## Mileage

- ✓ Fixed rate at \$0.445 cents per mile
- ✓ Claim mileage from Official Headquarters/Home to destination meeting; **whichever is LESS**
- ✓ Map Required
- ✓ Not allowed to claim with University vehicle

## Domestic Meals:

Meals for domestic travel are based on times of departure and return to be reimbursable. Travel must be overnight and more than 50 miles away one way:

### Breakfast

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

### Lunch

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

### Dinner

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

Breakfast	\$6.00
Lunch	\$11.00
Dinner	\$19.00

- Non-refundable:
  - No meal reimbursement for ONE DAY travel not involving an overnight stay
  - Alcoholic beverages
  - Room Service

## Lodging:



Reimbursed at single occupancy rate unless a room is shared by multiple University travelers resulting in a cost savings to the University.

Hotel booking should be at the most economical and practical lodging location to minimize costs for the University.

## Foreign Meals and Lodging:



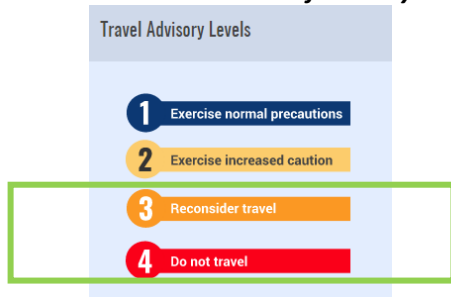
Approvals must route through the dean or director level, Grants (if applicable), with final approval from the Provost Office. **The most economical means should be considered.**

Items to complete:

- ✓ Spend Authorization
  - Each Traveler will receive a message outlining the :
    - Federal Export Control Law
    - The Travel Warning List
    - The **Travel Release of Liability** to be signed and attached to the Spend Authorization.
- ✓ Expense Report (after Travel is complete)

## Important Websites:

- ✓ <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html> (Travel Advisories - Warnings)
  - If Level 3: Reconsider Travel or above is the Warning Statement for a Specific destination, you must fill out **the Travel Release of Liability Form.**



## Important Websites: Foreign Rates

- ✓ [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=81](https://aoprals.state.gov/content.asp?content_id=114&menu_id=81) (Office of Allowances)
- ✓ [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) (\*Maximum Lodging Rate/M & IE (foreign per diem rates))

## Lodging:

- ✓ Travelers will get reimbursed for actual lodging rates, not to exceed the \*Federal foreign maximum lodging rates (refer to link above). Exception:
  - The stay is at the Conference Hotel
- ✓ Reimbursement is limited to single Occupancy unless accommodations are shared by more than one authorized traveler.
- Non-reimbursable:
  - Rate in excess of the Conference Hotel Rate
  - Late Checkout or Cancellation fees will not be reimbursed **unless** a business reason is provided & is in the best interest of the University (please contact hotel manager to void fees)

## Car Rental:

- ✓ National/Enterprise contract is only for US rentals.
- ✓ Car rentals are limited to subcompact or compact class ONLY, unless letter of Justification is provided and signed by supervisor.

## Converting Receipts for Foreign Language and Currency:



- ✓ When receipts are in foreign currency:
  - The applicable USD exchange rates are those rates which are in effect the day the transaction occurs.
- ✓ <https://www.oanda.com/currency/convert/>

## Travel/Cash Advance:

In some circumstances, a travel/cash advance (CA) may be requested by University employees, only. **The University may authorize payment of up to 100% airfare and 80% of the remaining travel estimate**, as indicated on the Spend Authorization. Prior to travel:

- ✓ **Payment to Traveler** - No earlier than 10 days prior to travel
- ✓ **Allowable Cash Advances** - Cannot have more than one CA at a time (unless trips are for athletic teams or int'l group)
- ✓ **Who's eligible** - ONLY University employees
- ✓ **Settlement** - Must be settled within 10 days after travel!
- ✓ **Expense Reports after 30 days** - Will be taxable to traveler

## Expenses NOT allowed:

- ✓ Personal travel insurance (life or medical insurance)
- ✓ Rental car insurance option for personal accident waiver.
- ✓ Personal telephone calls should not be charged to university telephone numbers or credit cards,
- ✓ Tours, side trips, etc. which do not benefit the State.
- ✓ Traffic fines or parking violations.
- ✓ Mileage between HOME and official place of work.

