TRAVEL EXPENSE REFERENCE GUIDE FOR EMPLOYEES

FLORIDA ATLANTIC UNIVERSITY

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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 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
- ✓ 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

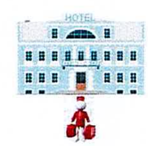
Dinner

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.