

## Charles E. Schmidt College of Medicine Administrative Policies

<b>Subject:</b> Travel
<b>Effective Date:</b> January 17, 2019
<b>Supersedes:</b> COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014; Travel Policy Amended January 17, 2019.
<b>Responsible Authority:</b> Senior Associate Dean for Finance

### **Policy Statement:**

Travel expenses paid by Florida Atlantic University are closely regulated by statutory and University provisions and are closely monitored by the University. Florida Atlantic University is obligated to strictly adhere to state requirements when authorizing travel and when processing reimbursement requests. All travel reimbursements are made in accordance with Section 112.061 of the Florida Statutes.

The provisions of the travel policies and procedures apply to all authorized University travelers, including employees (full and part time), students, and candidates for employment, consultants or independent contractors. All travel performed must be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the University.

Travelers are to choose the most practical and economical mode of transportation, and are generally to travel the most direct route. Consideration is to be given to the total cost to the University, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem required.

University travel is reimbursed only on the basis of reasonable expenses incurred, Original receipts are required for all major travel expenses, including airfare, hotel, and car rental, and other miscellaneous expenses. The University pays a meal per diem and mileage as stated in FS 112.061.

Requests for approval to travel and travel reimbursements are submitted and administered through the Workday Expense Module. Once requests are submitted, they are routed through a workflow system that includes approvals, audit for compliance with University rules and procedures and, ultimately, reimbursement.

Travel on University business must be authorized in advance of travel. A Spend Authorization (SA) must be submitted in the Workday Expense Module and fully approved before making commitments to travel or incurring expenses for traveling. Complimentary travel also requires a SA to authorize absence from the workplace and provide documentation in the event of an accident and subsequent worker's compensation claim incurred during the travel period.

After travel occurs, an Expense Report (ER) is submitted in Workday to report expenses and/or request traveler reimbursement. The ER will list all expenses associated with the travel, whether paid directly by the University or reimbursable to the traveler. Original receipts must be submitted to and maintained by the traveler's department.

Expense Reports (ER) must be submitted and fully approved within sixty (60) days after the last day of University business travel. The Internal Revenue Service requires travel reimbursements not filed within sixty (60) days to be taxable to the traveler. (IRS Publication 463, accountable plans).

Please refer to the [FAU Expense and Travel Policies and Procedures Manual](#) for detailed information on travel.