



**FLORIDA ATLANTIC UNIVERSITY  
EXPENSE/TRAVEL POLICIES AND  
PROCEDURES**

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## Introduction

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. A detailed interpretation of the Statutes can also be found in the Department of Financial Services' [Reference Guide for State Expenditures](#).

## Authorized and Regulations Governing Travel

- Section 112.061, Florida Statutes
- Rules of the Florida Department of Financial Services
- State Comptroller's Memoranda
- Attorney General's Opinions
- IRS Publications

## DEFINITIONS

**Authorized University employee** - An individual appointed to perform the duties and responsibilities of an authorized position.

**Authorized Person Other Than University Employee** - An individual other than a university employee who is authorized to travel in the performance of official university duties. Some examples are:

- A university student or part-time employee approved for travel by the appropriate department head
- A candidate for an executive, professional, or faculty university position
- A university consultant, university employee, or advisor

### Categories of Travel

- Work-Related Travel is conducted when performing a job-related function which directly benefits the University.
- Contracts and Grants Travel is funded by contracts and grants awarded to the University. Travel undertaken shall be construed as "work-related" unless otherwise stipulated. Allow (7) seven working days for Grant office approval of SA's and ER's. Please note that there are special account codes for grant related travel.
- Conference and Convention Travel is performed to provide a direct educational benefit supporting the work and purpose of the University, such as attendance at and/or participation in meetings of recognized technical, professional, or scholarly groups. The ER needs to include the Benefit to the State and the Agenda for ALL Conference and Conventions.
- Workshops, Seminars or Other Training Travel expenses to attend workshops, seminars or other types of training must be incurred only when the subject matter of the training is relevant to the duties required in the employee's current position. The training must be intended to improve the efficiency of a "qualified" employee. Training which is intended to fit an employee to a position must not be supported with public funds.
- Student Activity Group Travel is travel authorized by the Student Affairs Division and financed from Student Activity funds. Faculty and staff accompanying student groups as sponsors, coordinators, advisors, etc., are included in this category.
- Complimentary Travel is travel which is of no cost to the University. An SA is required to be prepared in the Workday Expense Module.

**Class A Travel** - (Per Diem Reimbursement)--Continuous travel at least twenty-four (24) hours away from official headquarters.

**Class B Travel** - (Per Diem Reimbursement)--Continuous travel of less than twenty-four (24) hours which involves overnight absence from official headquarters.

**Class C Travel** – Short or day trips in which the traveler is not away from his/her official headquarters overnight. Class C allowances have been reviewed by the State Legislature, and are currently NOT to be reimbursed to travelers.

**Common Carrier** – Commercial train line, bus line, or airline operating scheduled trips/flights or an established rental car firm.

**Complimentary** - Something of value that is of no direct or indirect cost to the University. The expense is paid for, or otherwise provided, by an organization or entity outside the University, by virtue of the

Traveler's business activities or employment.

**Conference/Convention** - The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems and required when there is a registration fee. A conference does not mean the coming together of state university personnel. All Conferences and Conventions must include the Benefit to the State and the Agenda for the Conference that the traveler attended.

**Domestic Travel** – Travel within the contiguous United States, Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands.

**Delegate** – An individual who is able to submit Spend Authorizations, Travel/Cash Advances, and Expense Reports into the Workday Expense Module on the traveler's behalf.

**Delegator** - The FAU employee who wishes to delegate specific tasks in Workday needs to be the initiator of the delegation process. Please see Establish Delegations Job Aid on the FAU Controller's website to process. *Special Note – The delegation of Workday tasks does not relinquish the overall tasks assigned responsibilities. The Delegator is the responsible owner at all times.*

**Foreign Travel** - Travel outside of the contiguous United States, Alaska, Puerto Rico, and the U.S. Virgin Islands. Travel from/return to a foreign country is considered foreign.

- Travel expenses of public officers or employees for the purpose of implementing, organizing, directing, coordinating, or administering, or supporting the implementation, organization, direction, coordination, or administration of, activities related to or involving travel to a terrorist state shall not be allowed under any circumstances. For purposes of this section, "terrorist state" is defined as any state, country, or nation designated by the United States Department of State as a state sponsor of terrorism.

**Cost Center Manager** – The individual authorized to approve the monetary amounts requested and claimed for travel expenses.

**In-State Travel** – Travel within the State of Florida, or travel from an outside state or country to the State of Florida.

**Local** - Travel between cities not resulting in an overnight absence or common carrier charges.

**Moving Expenses** - Expenditures associated with moving an employee are NOT to be paid as an expense reimbursement.

**Official Headquarters** -The city or town of the area where the majority of an employee's work is performed or another city or town designated by the University President or designee in the best interest of the University.

When an employee is stationed in a city or town for a period of over thirty (30) continuous work-days, such city or town shall be deemed to be his official headquarters. (S)he shall not be allowed per diem or subsistence after the period of thirty (30) continuous work-days has lapsed, unless extended by prior approval of the University President, or his/her designee.

A University employee on travel status may leave his/her assigned post to return home overnight, over a weekend, or during a holiday. However, any time lost from his/her regular duties shall be taken as annual

leave and authorized in the usual manner. He/she shall not be reimbursed for traveling expenses in excess of the established rate for the per diem allowable had he/she remained at his/her assigned post.

**Physically Handicapped** - Generally this means, any person having a physical disability, including but not limited to blindness, or the loss of one or more life functions leaving that person mobility-impaired (or sensory-impaired) requiring the use of trained animal companions or prosthetic equipment, including, but not limited to, crutches, walkers, canes, or wheelchairs. An ADA form indicating this handicap has to be on file with the Personnel Office.

**Portage** - Assistance in carrying or transporting the traveler's luggage and/or materials.

**Shared Expenses** - Requires a copy of the other traveler's Expense Report (ER). If no expenses were incurred by one traveler and all was paid by another, a signed statement is required by the traveler not claiming reimbursement stating what expenses the other traveler paid for them. Meals can only be claimed by each individual traveler.

**Team Travel** - travel by more than one person to the same destination under the sponsorship of the University. The only exception of this policy is travel by groups in activities sponsored by Executive Programs.

**Travel/Cash Advance (CA)** - An electronic request made through the Workday Expense Module to obtain a cash advance on travel expenses. The University may authorize payment up to 80% for all approved travel, excluding student group travel which may be authorized up to 100%.

**Spend Authorization (SA)** - An electronic request made through the Workday Expense Module to secure approvals and encumbering the funds for any business trip.

**Travel Day** - A period of twenty-four (24) hours consisting of four 6-hour quarters.

**Travel Expense** - Authorized travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a University purpose and must be allowable within the limitations of these directives and procedures.

**Travel Period** - A period of time between the time of departure from and the time of return to official headquarters or traveler's residence, whichever is closer.

**Expense Report (ER)** - An electronic request submitted through the Workday Expense Module which documents expenses and represents the traveler's request for reimbursement of expenses. The ER must be submitted and approved within sixty calendar days of the end of the travel period. Paper Expense Reports are only acceptable in the event of extended unavailability of the system.

**Vicinity** - Travel within the immediate area. Travel between cities is not considered vicinity. Vicinity travel must be included on a separate line of the ER and the memo of the expense line must say "Vicinity travel."

## POLICIES AND PROCEDURES

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 contracts.

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 and must be within the limitations of these directives and procedures.

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. All travelers are to comply with the following directives and procedures for reasonable transportation expenditures.

The University will only reimburse economy class airline travel. When extenuating circumstances exist, the traveler may be reimbursed for a higher class; however, this must be explained and documented on the Spend Authorization or Expense Report and approved by the traveler's supervisor.

Travelers preferring to secure first class accommodations deduct the difference between the economy and first class rate on their Expense Report. A statement must be provided indicating amount of difference.

**Super Savers** - Some airline companies offer "super saver" tickets at great discounts. The tickets must be purchased within a period specified by the airline. The following are important provisions that travelers must keep in mind when purchasing super saver tickets:

- Once a super saver ticket has been issued, the traveler cannot make any changes. If changes are made the traveler may be personally liable for the cancellation penalty.
- Super saver tickets may carry a cancellation clause whereby all or a percentage of the fare is not refunded if the ticket is changed or cancelled. The percentage of penalty varies with the airline and the type of ticket. The University may not reimburse the traveler for the cancellation penalty. If the travel is cancelled because of illness or due to the University's actions, the penalty may be charged to the department account. Written approval from the department head or a doctor's certificate will be required. Because of these provisions, it is recommended that travelers be cautious when purchasing super saver airline tickets.
- Cancelled Airline Tickets--The traveler, or department, must promptly return to the place of purchase airline tickets that are not used due to cancellation of the trip. Failure to return the cancelled airline ticket promptly will create a non-reimbursable charge to the traveler.
- Receipts--The last copy of the airline ticket must be filed with the Expense Report.

University travel is reimbursed only on the basis of reasonable expenses incurred, subject to the limitations set forth in these directives and procedures. Requests for reimbursement are to be submitted through the Workday Expense Module. 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.

Travel expenses of employees for the sole purpose of taking merit system or other job placement examinations, written or oral, are not allowed.

A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the University may continue to receive subsistence during this period of illness or injury until such time as he or she is able to perform the official business of the University or returns to his or her official headquarters, whichever is earlier.

Individuals responsible for approving Expense Reports are to ensure that expenses are appropriate and that all required receipts are attached. The traveler is then reimbursed for expenses incurred.

All travel-related expenses must be listed on the Expense Report including expenses paid with a Purchasing Card, National/Enterprise direct payments or by any other direct payment. This is done to properly reflect the true cost of the travel and to provide for full disclosure for auditing purposes.

### **Travel Packages**

If multiple travel expenses are purchased together as a package that results in a cost savings for the University, it is the responsibility of the traveler or delegate to obtain a breakdown from the merchant or to allocate a reasonable portion of the total of each expense type.

### **Travel Agency**

To support ongoing efforts to provide quality corporate travel services and reduce travel costs, Florida Atlantic University employees are able to use Travel Guard – Business Travel Services for making reservations for airline tickets, hotels, and car rental. Please review our corporate travel services by using the below contact information:

Travel Guard-Business Travel Services - 1-800-826-2978  
BusinessTravelServices@TravelGuard.com

It is the traveler's responsibility to verify the information on the airline ticket and car rental reservation to make sure that dates, cities and other relevant data are correct.

### **Workers' Compensation For Injuries Incurred During Travel Period**

- Employees are covered by Workers' Compensation if travel has been approved in advance by the employee's supervisor.
- **Note-All FAU travel requires an approved Spend Authorization to be on file for anyone traveling on behalf of the University.**
- University employees are entitled to Workers' Compensation benefits under the following circumstances:
  - While traveling to and from work-related meetings, conferences, and conventions
  - While traveling to and from professional meetings.
  - While performing official business for the university, even though travel to and attendance at a meeting has been combined with a vacation period. If the individual is injured on a private enterprise, such as his vacation, he is not entitled to receive benefits.
  - When injury occurs during "non-business" hours and the individual has been attending professional or work-related meetings for several hours a day.
- Claims or requests for further information should be directed to the FAU Human Resources



## OVERVIEW OF PROCESS

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.

### **Expense Module/Workflow Role**

Because requests and approvals are submitted electronically, Delegates, Supervisors, Cost Center Managers, and any other approvers are required to obtain access to the Workday Expense Module.

Anyone who participates in the travel process will need to request Expense Module role assignment for purposes of the workflow.

Access can be requested by submitting a Travel Help Desk ticket. Three types of security access are granted for travel purposes: Delegate, Approver(s), and Cost Center Managers. Individuals requesting access will need to indicate what role they will need for the workflow.

<https://helpdesk.fau.edu/TDClient/Home/>

### **Spend Authorization**

The Spend Authorization (SA) is the traveler's permission to proceed with travel arrangements and is an estimate of what a specific trip will cost. The SA should list all anticipated travel expenses that are known, or can be projected, before the trip. **Spend Authorizations are only to be created for travel.**

The Spend Authorization (SA) is used to:

- a. Establish that the employee's supervisor is authorizing the absence;
- b. Provide documentation in case the employee has an accident and/or subsequent Workmen's Compensation claim;
- c. Attempt to predetermine that the employee will not incur expenses for which he or she may not be reimbursed; and
- d. Ensure that adequate budget is available to reimburse the employee.

A Spend Authorization is an estimate of approved expenses a traveler may incur. If necessary, a Spend Authorization (SA) can be revised in one of three ways:

- If all expenses have been included but the amounts have changed, the Expense Report (ER) is used to capture the changes. There is no need to revise the actual Spend Authorization (SA).
- If the changes affect approval, copy the Spend Authorization (SA) to a new one, then delete the erroneous one, and start again.
- If additional information needs to be added, start a new Spend Authorization (SA) with only the additional information and cross reference it to the original Spend Authorization (SA).

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. Non-blanket Spend Authorizations (SA) exceeding 30 calendar days or trips involving international travel must be approved by the President or his/her designee.

If travel has commenced before a Spend Authorization (SA) has been submitted and/or approved, a Spend Authorization (SA) must still be approved prior to processing an Expense Report (ER). In this situation, the traveler will be required to provide a justification via the Workday Inbox as to why the Spend Authorization (SA) was not submitted prior to travel.

Personal side trips are authorized while on University business. The traveler must file annual leave slips if appropriate. No expenses related to personal travel can be included for payment by the University. Personal travel while in travel status should be clearly noted on the Spend Authorization (SA) and Expense Reimbursement (ER).

**Blanket Spend Authorization (SA)** – a blanket SA may be set up when an employee performs numerous trips to the same destination or for vicinity travel. The SA must include the name and Z# of the traveler, destination and the estimated total amount to be reimbursed for the period covered by the SA. All blanket SA's will expire at the end of the fiscal year (June 30).

It is the responsibility of the traveler and supervisor to predetermine and assure the availability of funds (particularly if the travel is to be financed from the budgetary funds of another department). At this point a traveler may be informed that, because of limited funds, reimbursement will be at a rate lower than the legal maximum

Presidential or designee approval is required for the following:

- Travel outside the United States
- Temporary assignment in excess of thirty (30) calendar days
- Travel in excess of one year

For specific instructions on preparing a Spend Authorization (SA), please see job aid links on page 21 of this manual.

### **Travel/Cash Advance**

In some circumstances a Travel/Cash Advance (CA) for University travel expenses may be requested. Only University employees are eligible to receive a Travel Advance. In these cases the University may authorize payment of up to 100% of airfare plus 80% of remaining estimated expenses on an approved Spend Authorization (SA).

Travel/Cash Advance requests are submitted electronically through the Workday Expense Module. Travel/Cash Advances may be issued to partially cover expenses when all of the following are met:

- Travel has been approved and is evidenced by a SA.
- Amount requested is not in excess of 80 percent of the estimated, allowable out-of-pocket and per diem expenses.
- Travel/Cash Advance request is submitted no earlier than ten (10) workdays prior to the commencement of the trip.
- A traveler shall not have more than one advance at a time. An exception to having more than one outstanding Travel/Cash Advance includes multiple advances only for extended trips for athletic team travel or international group travel.

Exception: The University may authorize a Travel/Cash Advance payment of up to 100% of approved expenses for athletic team travel or international group travel.

Current Travel/Cash Advance directives and procedures provide for the following:

- Travel/Cash Advances must be settled no more than ten (10) workdays from the travel end date.
- The Internal Revenue Service (IRS Publication 463) requires for Expense Reports on outstanding Travel/Cash Advances not filed within thirty (30) calendar days to be taxable to the traveler.
- Any money advanced to the traveler in excess of actual expenses must be repaid to the

University within this timeframe by clicking on the link [here](#).

- The repayment of any excess Travel/Cash Advance is paid through Touchnet System and can be accessed using the link [here](#).
- If not settled within thirty (30) calendar days, the University will garnish and tax a traveler's wages through Payroll.
- The traveler may make payment arrangements for a garnishment deduction until the Travel/Cash Advance is settled completely.
- Prior to the 30 calendar day's garnishment, the traveler will receive two email notifications regarding the unresolved outstanding debt of the traveler.
- If the Travel/Cash Advance results in payroll garnishment, then the traveler will not qualify for future Travel/Cash Advances.

For specific instructions on preparing a Travel/Cash Advance (CA), please see job aid links on page 21 of this manual.

### **Expense Report (Workday)**

After travel occurs, an Expense Report (ER) is submitted 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.

The Expense Reports (ER) are electronically submitted by the traveler's delegate using the Workday Expense Module and must be connected to an approved Spend Authorization (SA).

All original receipts for hotel room, car rental, airline ticket, and incidental expenses, where appropriate must be submitted to and maintained by the traveler's department.

### **Timeliness**

Spend Authorizations (SA) must be submitted and fully approved prior to the commencement of travel.

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)

When a Travel/Cash Advance (CA) has been issued, an Expense Report (ER) must be submitted within ten (10) workdays of the last date of University business travel.

## RULES AND PROCEDURES – GENERAL EXPENSES

### **Registration**

Registration fees for conferences, conventions, formal meetings, seminars, and workshops may be paid in advance. Prepayment may be paid by the traveler, paid with a pCard, or paid directly to the vendor via a Payment Request Form. The traveler may also pay the fee on site and request reimbursement later.

If the registration fee includes a continental breakfast or meals, the traveler is not authorized to claim such meals. If traveler opted not to attend meal function - this is not an acceptable explanation to reimburse meal allowance if meal was included in registration fee. Meals provided by concession funds of universities in the State University System must also be deducted from the daily allowance.

### **Transportation**

#### **Airfare**

The University reimburses commercial airfares for economy/coach accommodations. **First and business class transportation is not allowed.** (Note: Airline upgrades such as Main Cabin, Economy Plus and other convenience upgrades are not allowable. These upgrades generally pertain to choosing one's seat before boarding, providing additional legroom, a larger seat, etc. Any charge above economy/coach is not allowable.).

Whenever possible, discounted or reduced round-trip rates should be considered when available. Many airlines discount flights involving a Saturday night stay over. The traveler may consider the option of extending one's stay over a Saturday when the expense of an extra night's lodging and additional meals is less than the savings between the airfare involving the Saturday night stay over and the airfare not involving a Saturday night stay over. Air travel is recommended when the cost of an employee's time is an important factor or when travel time by other methods would increase the subsistence expense.

Transportation arrangements are to be made directly by the traveler/department. The traveler must retain all transportation ticket receipts for purposes of documenting Expense Report reconciliations. This includes showing the purchase amount of the ticket and method of payment.

Penalties for cancellation of discounted airline tickets, generally referred to as "super saver" tickets, may be paid from university funds only if the cause for cancellation is in the best interest of the University or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave. If the ticket is canceled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from university funds. Although the savings realized from the use of such tickets may be considerable, it should also be kept in mind that the penalties for cancellation of the tickets are generally substantial. Travelers or persons making travel arrangements should carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket in order to avoid or at least minimize the cancellation penalty on these tickets. When it is determined that it is in the best interest of the University to cancel a "super saver" ticket and pay the cancellation penalty, justification detailing the circumstances surrounding the cancellation must be included in the Expense Report Voucher submitted to the University Travel Office.

Charges assessed for the replacement of lost tickets are not reimbursable, and will be borne by the traveler.

### **Mileage**

A traveler may choose to use her or his own vehicle when it is in the best interest of the University. Travelers utilizing their personal vehicles are authorized to be reimbursed at the Florida Statutory Rate of .445 cents per mile.

All travel connected with the official business of the University must be by the most direct and economical route available.

The traveler is authorized to claim mileage from Official Headquarters or home, whichever is less. Under no circumstances shall a traveler be reimbursed for expenses in traveling between a traveler's home and the traveler's Official Headquarters or regular place of employment.

If riding with someone else, or using a university owned vehicle, the traveler is not entitled to a mileage allowance.

A traveler cannot be reimbursed for mileage or other transportation expenses when the cost of the trip is paid by another, or when riding with another traveler who is claiming the mileage allowance.

- Map Mileage Claimed: Report mileage between two cities when traveling by car. Do not include fractions of a mile. Multiply the total number of miles by the mileage allowance (\$0.445 as of the publication of this manual).
- Vicinity Mileage Claimed: Miles traveled within the city ONLY. Mileage for travel outside of the city is to be reported as "Map Mileage". Follow the same procedure described above to arrive at the total allowance.

### **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. The current State of Florida contract is with National/Enterprise and can be found on the following website:

Visit the reservation portal: <https://partner.rentalcar.com/StateofFlorida>, or call the state-dedicated toll-free customer service number at 877-690-0064.

Travelers whose transportation is provided by rental vehicle are required to rent with National/Enterprise). If a traveler rents a car from a company other than National/Enterprise, the University will only reimburse up to the amount stipulated on the contract with National/Enterprise unless a cost savings results with use of a different vendor. Failure to use the State contract for rental vehicles will require written justification by the traveler. In the event the traveler fails to justify use of other than the State contract, any additional cost will be borne by the traveler. The University allows for rental of sub-compact or compact class cars. An exception to the vehicle class rule is allowed when the car is shared with other University business travelers, when transporting materials or equipment.

Any additional expenses associated with a car rental, incurred for personal reasons, including personal accident insurance, GPS or Roadside assistance, will not be reimbursed.

The cost of rental vehicles may be charged to a University pCard or a personal credit card.

If it is necessary to rent a vehicle from a non-contract vendor, the renter should purchase collision and comprehensive coverage insurance on the rental vehicle through the vendor. Do not purchase liability coverage. Contingent upon the employee being at fault, the University will accept liability for damages to the other vehicle. The University will not reimburse the traveler for the purchase of personal liability (bodily injury, property damage or other type of insurance).

### **Use of Personal Automobile**

A traveler may use his/her own automobile when it is in the best interest of the State.

- A traveler using a personal automobile is authorized to be reimbursed \$0.445 per mile.
- A record of miles traveled must be accurately maintained and shown on the Expense Report (ER). The reimbursement must show miles of travel from point of origin to point of destination. A map showing the points of travel should be kept on file with all other receipts in the expense reimbursement. Times of departure and/or return must be shown for each point of travel.
- The total mileage allowance is limited to the contract fare of the comparable air travel. The per diem is also limited to the amount that would have been allowed had a contract airline been used. An exception to this rule is made when the automobile is shared with other travelers resulting in a savings to the University on airfare, or when the cost of renting an automobile in the city where business is conducted will exceed the mileage allowance claimed.
- Mileage should be calculated from the traveler's official headquarters or home, whichever is less.
- The traveler is not allowed a mileage allowance when transported gratuitously by another person.
- Mileage to Airport: When traveling to and from the airport, the traveler is authorized to claim mileage from his/her official headquarters or home, whichever is less.
- Travel Route: All travel connected with the official business of the University must be by the most direct route. If a person travels by an indirect route for his/her own convenience, the extra costs must be borne by the traveler. The University will only reimburse the traveler for those expenses that would have been incurred had the traveler used the most direct route.
- When travel by private automobile is chosen over commercial transportation in order to save time, to transport equipment, or to reduce costs when a number of people are traveling together to the same destination, reimbursement to the traveler is made on the basis of mileage traveled. The mileage allowance covers all operating costs of the vehicle. Repair costs are not reimbursable, whether they result from the traveler's acts or the acts of others. However, parking charges and ferry, bridge, tunnel and road tolls are reimbursable in addition to the mileage allowance.
- An accurate daily record of miles traveled is to be maintained.
- Travelers are allowed up to 1 day on domestic travel and 2 days on foreign travel to reach destination.
- No allowance shall be made for meals when travel is confined to the city or town of the official headquarters. As noted earlier, Class C meal allowances are not permissible
- To meet state requirements, a traveler may be asked to provide additional information or to modify a reimbursement request. This information is requested to eliminate reimbursement delays.

### **Use of University Automobile**

The use of a University automobile may be used when traveling from the University. Use of University automobile is subject to availability. The following conditions apply:

- Travelers using a University automobile are required to have a valid driver's license and to fill out the log provided with the vehicle.
- All occupants of University vehicles are required by law to use seat belts while traveling in such vehicles. Failure to use seat belts may result in disciplinary action or reduced worker's compensation benefits in the event of an accident.
- Typically, a fuel card is provided with the university vehicles. If the fuel card cannot be used, gas may be purchased using the traveler's personal funds. In addition a p-card may also be used to purchase fuel for business related travel only, as long as the vehicle in question is not considered a personal vehicle. Personal vehicles may only be reimbursed at the mileage rate of .445 cents a mile. Any reimbursement for gas purchase will be done by completing an Expense Report (ER).

**Incidental Expenses:**

**The following incidental expenses incurred while on University business will be reimbursed.**

- Taxi fares and shuttle service
  - The cost of taxi fares and shuttle service to and from airports and railroad stations is reimbursable.
  - Fares in excess of \$25 on a per fare basis must be supported by a receipt.
  - Lost taxi fare and/or shuttle receipts are reimbursable to a one time per trip maximum of \$25.
- Storage, parking fees or tolls
  - Necessary charges for parking will be reimbursed, including airport parking fees.
  - The actual amount paid for mandatory valet parking and for valet tips that do not exceed \$1 per occasion and which were incurred in the performance of public business will be reimbursed.
  - Such fees shall not be allowed on a weekly or monthly basis for privately owned automobiles unless it can be established that such method results in savings to the State.
- Work-related communication expenses
  - Telephone, internet, fax – These charges must be identified as official state business. Receipts are required.
- Tips and gratuities may be reimbursed per the following:
  - Tips paid to taxi drivers which shall not exceed 15% of the fare.
  - Valet parking which shall not exceed \$1 per occasion incurred in the performance of University business.
  - Portage charges paid which shall not exceed \$1 per bag not to exceed a total of \$5 per incident.
- Laundry and pressing expenses when official travel extends beyond seven (7) days and such expenses are necessarily incurred to complete the official business portion of the trip.
- Passports and visa fees required for official University travel.
- Fees charged to purchase traveler's checks for official University travel expenses.
- Fees charged to exchange currency necessary to pay official University travel expenses.
- Cost of maps necessary to conduct official University business.
- Excess baggage charges are reimbursable only for materials used for University business. A supporting receipt is required.

**Expenses Not Allowed**

The following list, which is not all-inclusive, represents some travel expenses that are not reimbursable:

- 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, nor should they be listed as items for reimbursement on a travel voucher.
- Tours, side trips, etc. which do not benefit the State.
- Traffic fines or parking violations.
- Mileage between home and official place of work.
- Meals in excess of per diem.
- Flight Insurance
- GPS

## **RULES AND PROCEDURES – DOMESTIC MEALS AND LODGING**

Meal allowances for domestic travel are automatically generated and calculated by the Travel & Expense Module based on the following statutory parameters. Travelers, delegates, and approvers should be familiar with meal procedures insofar as they must understand when meals may or may not be requested and when meals should be deducted from the total daily allowances.

### **Domestic Meals**

Domestic travelers will be paid meal allowances pursuant to FS112.061 as follows:

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

Meals for first and last days of domestic travel are based on times of departure and return. On first and last days, travel must begin before 6 AM and extend past 8 AM to qualify for breakfast; begin before Noon and extend past 2 PM to qualify for lunch; and begin before 6 PM and extend past 8 PM to qualify for dinner.

Meals included in the cost of registration fees or otherwise paid by the University must be deducted from the daily meal allowance. Meals provided, as indicated in the event agenda, cannot also be paid as part of a daily meal allowance and must be deducted regardless of whether the traveler participated in the meal event or not.

There is currently no meal reimbursement for one day travel not involving an overnight stay.

Continental breakfast constitutes a meal and must be deducted from the daily meal allowance if provided as part of a registration fee or otherwise paid by the University. Meals provided by an airline or hotel need not be deducted.

Alcoholic beverages are not reimbursable.

Room service is not reimbursable.

Per Diem or meal allowance is not authorized for travel within the city of the traveler's headquarters.

### **Domestic Lodging**

Lodging reservations should be made in accordance with good purchasing procedures and FS 112.061. The most economical use of hotel should be booked (in-state and out-of-state travel). Travelers should be prepared to justify situations where hotel costs appear excessive for the areas in which the traveler is staying.

Domestic lodging will be reimbursed at the single occupancy rate unless a room is shared by multiple University travelers resulting in a cost savings to the University. If the hotel receipt indicates double occupancy and the room is not shared with other University traveler(s), the reimbursement must be reduced or confirmation that the rate is the same for single and double occupancy is required.

Late checkout or guarantee reservation fees that cannot be canceled will not be reimbursed unless a business reason is provided and it is in the best interest of the University to do so.



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Travelers should only claim their own expenses. Travelers will only be reimbursed for their expenses.

Lodging within 50 miles of Official Headquarters must be preapproved by the department and a business purpose for the stay must be provided.

## **RULES AND PROCEDURES – FOREIGN MEALS AND LODGING**

### **Foreign Travel**

All foreign travel must have a Spend Authorization (SA) established in the Travel & Expense Module. Approvals must route through the dean or director level, Grants (if applicable), with final approval from the Provost Office. Each traveler will receive an email message outlining the Federal Export Control Law, the travel warning list and the Travel Release of Liability form to be signed and returned to the Provost Office.

### **Travel to Foreign Countries**

When traveling to a foreign country travelers should read appropriate U.S. State Department advisories before beginning travel to a foreign destination and in general exercise prudence whenever traveling to a foreign location.

Reference Source: Department of State Travel Advisories <http://travel.state.gov/>

### **Traveling with Equipment**

Best practice for international travel with a laptop is to not have specialized software installed and to not contain unpublished data or research.

### **Foreign Reimbursable Guidelines**

Florida Atlantic University uses the U.S. Department of State Foreign Per Diem rates for foreign travel. The Federal rates given on their website includes lodging, meals and incidental expenses. However, FAU travelers should follow the state laws and university travel policies and procedures for incidentals. Only lodging and meals will follow the Federal Government allowable rates.

**IMPORTANT NOTE:** For some countries, the allowable rates/per diems will change from month to month. Since the U.S. Department of State's website does not list future months, it is important to obtain the allowable rates/per diem for the correct travel month once the traveler returns from the trip. To avoid mistakes, it is strongly recommended that departments contact the Controller's Office Travel Desk to obtain the correct allowable rates/per diem for lodging and meals before processing the Expense Report (ER).

### **Foreign Meals**

All meal rates while in foreign locations will be reimbursed at the rate applicable to those locations. Please note that the M&IE rates listed on the U.S. Department of State Foreign Per Diem Rates website includes both meals and incidentals. **Incidentals must be removed from the M&IE rates before determining the daily meal per diems.**

- **Federal Foreign Per Diem Rates**

Use below for How to calculate Foreign Per Diem Rates:

1. Find the Total Country M&IE rate by looking up the Country traveling to in the below link:
  - [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
2. Look up the \$ amount of the total Country M&IE rate in the following table and see amount for I (Incidentals):
  - [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=81](https://aoprals.state.gov/content.asp?content_id=114&menu_id=81)
3. The Daily Allowance for meals would be:
  - Total Country M&IE rate less the I (Incidental) rate

Rates for foreign travel shall begin on the date and time of arrival in the foreign country from the United States and terminate on the date and time of the departure from the foreign country to the United States.

Example – The traveler stops off in Newark, New Jersey before heading to Edinburgh, Scotland. Any meal per diems in New Jersey will be at the State per diem rate not the foreign per diem rate. Once the plane lands in Scotland then the foreign rates begin. Moreover, once leaving Scotland to head back to the United States, the foreign meal per diems will stop, so any flight layovers in this country will be at the State per diem rate.

When a traveler goes from one foreign location to another, reimbursement for meals shall be based on the allowance listed for the referenced location during the meal period.

Example - The traveler departed London at 3:00 p.m. for Germany, the London allowance for breakfast and lunch would be used and the Germany allowance for dinner would be used.

The State of Florida \$80.00 flat per diem rate may not be combined with the reimbursement of foreign travel costs pursuant to the allowances under the federal guidelines for the same travel day. The two methods of reimbursement, state per diem and foreign allowances, cannot be claimed on the same travel day.

Meals for all days of foreign travel will be reimbursed at the published Department of State rate for the destination area.

Meals for first and last days of foreign travel are based on times of departure and return. On first and last days, travel must begin before 6 AM and extend past 8 AM to qualify for breakfast, begin before Noon and extend past 2 PM to qualify for lunch; and begin before 6 PM and extend past 8 PM to qualify for dinner.

Foreign meal rates are paid from the time the traveler begins the trip until his or her return, unless the itinerary involves an overnight stay in another US location before arriving in or after leaving the foreign location.

Meals included in the cost of registration fees or otherwise paid by the University must be deducted from the daily meal allowance. Meals provided, as indicated in the event agenda, cannot also be paid as part of a daily meal allowance and must be deducted regardless of whether the traveler participated in the meal event or not.

Continental breakfast is a meal and must be deducted from reimbursable meals if provided a part of a registration fee or otherwise paid for by the University. Breakfast provided by an airline or hotel need not be deducted.

### **Foreign Lodging**

Travelers may be reimbursed for the actual lodging rates, not to exceed the Federal foreign maximum lodging rates for the travel location. Note that these lodging rates are not to be considered a flat per Diem rate but as a maximum allowable or “threshold” rate.

Example - the traveler is going to Paris, France and the maximum lodging rate is \$379.00 which is the amount that the traveler should not exceed on a daily basis. The traveler will get reimbursed for the actual lodging rate not the maximum rate.

Lodging costs which exceeds the maximum allowable rates are acceptable if the traveler stays at the conference hotel or an organized activity equivalent to a conference. The actual daily rate for the conference hotel should be supported by the conference documentation and kept with the reimbursement paperwork. Any rate in excess of the published conference hotel rates will not be reimbursed.

Lodging reimbursement is limited to single occupancy unless rental accommodations are shared by more than one authorized traveler. The most economical means should be considered. Itemized paid lodging receipts must be provided, therefore, we strongly recommend avoiding any prepaid hotel arrangements since many times the receipt is not itemized upon checkout.

Late checkout or guarantee reservation fees that cannot be canceled will not be reimbursed unless a business reason is provided and it is in the best interest of the University to do so.

### **Receipts Required**

Receipts are required for reimbursement of lodging and incidental costs. Itemized paid lodging receipts must be provided. Incidental expenses must be supported in accordance with University travel policies and procedures and Section 112061 (8), F.S. Receipts are not required for meal reimbursements.

### **Car Rentals**

The National/Enterprise contract is only applicable for renting from within the continental U.S. Car rentals are limited to subcompact or compact class only, unless a recognized letter of justification has been signed by the supervisor and fund manager and kept with the travel documentation.

### **Converting Receipts for Foreign Language and Currency**

Amounts for reimbursements must be entered into the travel system in U.S. dollars. If receipts are in a foreign language and currency, each item must be identified and the rate of exchange for conversion to U.S. dollars (USD) must be used. The applicable USD exchange rates are those rates which are in effect the day the transaction occurs. For example, the day a hotel bill is paid.

OANDA is an excellent source that should be used in exchanging these foreign rates.

Reference Source: Foreign Exchange Rates <http://www.oanda.com/currency/converter/>

Reference Source: U.S. Department of State Foreign Per Diem Rates  
[http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

### **Other Links (Use these links for helpful ways to process Expenses in the Workday System:**

Expenses/Travel Workday job aids –  
<http://www.fau.edu/controller/travel/index.php>  
Expenses/Travel Workday videos –  
<http://www.fau.edu/controller/travel/videos.php>  
Expenses/Travel Workday Helpdesk Ticket Submissions-  
<https://helpdesk.fau.edu/TDClient/Requests/ServiceDet?ID=9485>  
FAU Purchasing Card Manual –  
<https://www.fau.edu/purchasing/purchasingcard/manual.php>