

## TRAVEL EXPENSE REFERENCE GUIDE FOR

### Florida Atlantic University

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Boca Raton, FL 33431  
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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](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 (noon)    | 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** is 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**.

### Travel Advisory Levels

**1** Exercise normal precautions

**2** Exercise increased caution

**3** Reconsider travel

**4** Do not travel

## 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://allowances.state.gov/web920/per\\_diem.asp](https://allowances.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:

- ✓ **Avis/Budget and National/Enterprise contract are 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.



## Expense NOT Allowed:

- Personal travel insurance (life or medical insurance). Exemptions MAY apply due to recent changes in the law, Foreign Influence.
- 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.



**SAFE TRAVELS!!**