FLORIDA ATLANTIC UNIVERSITY

PROCUREMENT: TRAVEL AND EXPENSE

Manual

Florida Atlantic University
Division of Financial Affairs
Procurement

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Operating Procedures

Operating Procedures		
FLORIDA ATLANTIC UNIVERSITY	Title:	Procurement: Travel and Expense
	Purpose:	To define the University's approach to handling Travel Expenses paid by the university within Procurement.
	Effective Date:	October 07, 2025
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Table 1 Operation Procedures for Procurement: Travel and Expense.

Purpose: To define the University's approach to handling Travel Expenses paid by the university within Procurement. This includes but is not limited to: Guidelines and Procedures, Overview of Process, and General Expenses.

Introduction:

Travel expenses paid by Florida Atlantic University are closely regulated by statutory and office of the President University policy 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
- Southwest Airlines
- Avis/Budget and Enterprise/National
- Global Travel

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 approved for travel by the appropriate department head. Student travel questions should be directed to StudentTravel@fau.edu
- A candidate for an executive, professional, or faculty university position
- A university consultant, guest speaker, 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 must 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 by Student Activity funds. Faculty and staff accompanying student groups as sponsors, coordinators, advisors, etc., are included in this category. For more information, please visit https://www.fau.edu/studenttravel/undergrad-research/
- 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 has been reviewed by the State Legislature and is currently NOT to be reimbursed on a per diem and subsistence allowance 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 people 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.

Cost Center Manager: The individual responsible for the departmental budget and authorized to approve the monetary amounts requested and claimed for travel expenses.

Domestic Travel: Travel within the contiguous United States, Alaska, and Hawai'i.

Delegate: An individual who can submit Spend Authorizations, Travel/Cash Advances, and Expense Reports into the Workday Expense Module on the traveler's behalf. A delegate should not approve of their own transactions.

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.

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. All travel-related expense reports must be used in conjunction with an approved Spend Authorization.

Foreign Travel: Travel outside of the contiguous United States, Alaska, and Hawai'i. Traveling 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.

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 does not result 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 workdays, 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 workdays 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 travel 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 indicates this handicap has to be on file with Human Resources.

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 were 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.

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

trip and associated expenses. Spending authorizations must be used in conjunction with an Expense Report.

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%.

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.

Travel & Expense (T&E) Card: University credit card used for business related travel expenses. Expenses must adhere to FL State Statute 112, expense guidelines, and are not to be used for goods and services. Employees granted permission to obtain a university credit card must use it for business purposes only, and the use of personal credit cards for same is thereby prohibited. Failure to comply with these guidelines, university policies and FL State Statutes can result in termination of the credit card and disciplinary action.

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."

Guidelines and Procedures:

The provisions of the travel guidelines and procedures apply to all authorized University travelers, including employees (full and part time), students, and candidates for employment, consultants or independent contracts. All authorized travelers must be pre-approved for their expenses via Spend Authorization.

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 FAU manuals and guidelines.

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 the 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 and Expense Report and approved by the traveler's supervisor and Cost Center Manager. Travelers preferring to secure first class accommodation must deduct the difference between the economy and first-class rate on their Expense Report. A statement must be provided indicating the amount of difference. If paid with university card, proof of repayment must be attached to the expense report.

Cancelled Airline Tickets – The traveler, or department, must promptly return the airline tickets either for credit or future use that are not used due to cancellation of the trip. Failure to return the cancelled airline ticket promptly will create a non-reimbursable charge for the traveler.

Receipts--The last itemized 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 and must include a pre-approved spend authorization. Original itemized receipts are required for all major travel expenses, including airfare, hotel, car rental, and other miscellaneous expenses. The University pays per diem meals 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.
The Cost Center Manager is responsible for approving Spend Authorizations and Expense Reports and must ensure that expenses are appropriate and that all required itemized receipts are attached. The traveler is then reimbursed for expenses incurred.

All travel-related expenses must be listed in the Spend Authorization and Expense Report including expenses paid with a T&E Card 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 cost savings for the University, the traveler or delegate is responsible for obtaining a breakdown from the merchant or to allocate a reasonable portion of the total of each expense type. Proper documentation and justification must be provided to reflect the university's cost savings in the Spend Authorization and Expense Report.

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, including no cost 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 professional, work-related meetings, conferences, and conventions
- 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 FAU Human Resources

Overview Of Process:

Requests for approval for 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

Requests and approvals for Spend Authorizations and Expense Reports 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 an OIT 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 the expenses that are known, or can be projected, before the trip. The Cost Center Manager is responsible for approving the Spend Authorization and must ensure that expenses are appropriate and that all required documentation is attached.

SPEND AUTHORIZATIONS ARE ONLY TO BE CREATED FOR TRAVEL

The Spend Authorization must include:

a. Quotes or estimates to support the estimated cost
b. Benefit to the state and business purpose
c. Estimated travel dates (header and line of SA)
d. Agenda/conference information OR itinerary for research trips

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 an adequate budget is available to reimburse the employee.

- A Spend Authorization is an estimate of approved expenses a traveler may incur. If necessary, the unaccounted expense 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 cancel/close the erroneous one, and start again.
- If additional information needs to be added, start a new Spend Authorization (SA) with only additional information and cross reference it to the original Spend Authorization (SA).
- Spend Authorizations that are unused or have remaining commitment balances that will not be used must be closed.

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.

Spend Authorizations (SA) exceeding 30 calendar days must be approved by the Vice President of Finance, CFO. This written approval must be obtained by the Cost Center Manager and attached to the Spend Authorization.
Spend Authorizations for international travel will route to Global Travel Safety and Security Committee via the defined Workday business process.

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 detailed justification 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 PTO for personal trips as 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).

For specific instructions on preparing a Spend Authorization (SA), please see FAU Job Aid Library in Workday.

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 Cash 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 Spend Authorization.
- The amount requested is not more than 80% 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 a domestic trip and thirty (30) days prior to an international 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.
- Quotes and estimates must be provided to justify the amount requested –

receipts or payment confirmations does not qualify for Cash Advance

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

- Unused Travel/Cash Advances must be repaid to the university no more than ten (10) workdays from the travel end date by clicking on the link here
- 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.
- Expense reports must be submitted and fully approved within thirty (30) days, but no later than sixty (60) calendar days after incurring the expense in accordance with the IRS. The Cost Center Manager may contact Payroll to garnish and tax a traveler's wages.
- The traveler may make payment arrangements with Payroll for a garnishment deduction until the Travel/Cash Advance is settled completely.
- 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 FAU Job Aid Library in Workday.

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, paid with Cash Advance, or reimbursable to the traveler.

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

All original, itemized receipts for hotel room, car rental, airline ticket, and incidental expenses, where appropriate must be attached to the Expense Report.

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 thirty (30) days after the last day of University business travel, but no later than sixty (60) days after incurring the expense in accordance with IRS Publication 463, accountable plans. Any request outside the IRS regulation will be processed through payroll and taxed accordingly. T&E Card transactions incurred prior to travel, such as airfare, registration, etc. must be reconciled on an Expense Report tied to the Spend Authorization prior to travel taking place to ensure compliance with the university's T&E Manual.

When a Travel/Cash Advance (CA) has been issued, an Expense Report (ER) must be submitted within thirty (30) workdays, but no later than sixty (60) days, of the last date of University business travel. Any unused Cash Advance must be repaid to the university no more than ten (10) days from the travel end date.

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 Purchase Order/Supplier Invoice. 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 per diem meal allowance (Breakfast, Lunch, Dinner). If traveler opted not to attend the 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 allowed unless special permission has been requested and granted.

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 the purpose 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, 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 bereavement 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 people 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 an airline ticket and pay the cancellation penalty, justification detailing the circumstances surrounding the cancellation must be included in the Expense Report.

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

When covering third party expenses for interview candidates, other employees traveling within your department etc., the airfare ticket will be assigned to the specific traveler. However, it is the responsibility of the Cost Center Manager to ensure that the trip occurs as planned. If the trip is canceled or does not take place for any reason, the Cost Center Manager is responsible for requesting repayment of the university-paid ticket. This repayment shall be processed using MarketPlace @ https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=118

When covering third party expenses with a university card, two Spend Authorizations will need to be created and submitted. One will need to be created for the cardholder and one for the actual traveler, unless all the expenses for the card holder and fellow employees are covered on one card. In that instance, all the information and receipts should be contained and covered in the Spend Authorization and Expense Report of the credit card holder. Expenses for non-FAU individuals will be covered by the Workday ECM process.

TRANSPORTATION: 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. Employees who travel from Official Headquarters to another FAU campus are not eligible for mileage reimbursement if such travel is part of job responsibilities. For example, Maintenance Manager regularly conducts facilities and equipment inspection to multiple FAU campus locations.

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 is required for all mileage claims showing the distance from start to finish location. Multiply the total number of miles by the mileage allowance ($0.445 as of the publication of this manual).

TRANSPORTATION: CAR RENTAL

The State of Florida and Florida Atlantic University have contracts with National/Enterprise and Avis/Budget for the rental of cars to individuals traveling at state expense. The current contracts can be found on our Travel website - https://www.fau.edu/procurement/travel/car-rental/. Travelers who claim reimbursement for a rental vehicle cannot claim mileage reimbursement.

Travelers whose transportation is provided by rental vehicle are required to rent with a contract provider. If a traveler rents a car from a company other than the designated approved providers, the University will only reimburse up to the amount stipulated on these contracts unless cost savings results with use of a different vendor. Failure to use the contracts for rental vehicles will require written justification by the traveler. In the event the traveler fails to justify use of other than the defined contracts, any additional cost will be borne by the traveler.

Please note that **not** using the contracts means that insurance **will not** be included and contract rates will not be applied. 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, or when an approved ADA exception is applicable.

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

The cost of rental vehicles may be charged to a university T&E Card 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).

TRANSPORTATION: 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 in 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 included with all other itemized 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 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. For example, a family member drives the traveler to the airport.
- 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 to save time, to transport equipment, or to reduce costs when several people are traveling together to the same destination, reimbursement to the traveler

is made based on 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 with appropriate receipts.

- An accurate daily record of miles traveled is to be maintained.
- No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity. As noted earlier, Class C per diem and subsistence 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.

TRANSPORTATION: USE OF UNIVERSITY AUTOMOBILE

The use of a University automobile may be used when traveling from the University. Use of University automobiles 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 workers' 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 PCard 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 $0.445 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.

- Ride services
  - The cost of fares and shuttle services to and from airports and railroad stations is reimbursable.
  - Fares must be supported by a receipt.
  - Lost fare, rideshares and/or shuttle receipts are reimbursable to a one time per trip maximum of $25 by providing a Replacement Receipt Form - https://www.fau.edu/procurement/files/purchasingcard/replacmt.pdf
  - Rideshare services should be the most economical option and upgrades are non-reimbursable. For example, Uber X, comfort, or Luxury are not permitted.

- Storage, parking fees or tolls
  - Necessary charges for parking will be reimbursed, including airport parking fees.

- Work-related communication expenses
  - Telephone, internet, fax – These charges must be identified as official state business. Itemized receipts are required. These charges, if repetitive, can also be requested as a payroll allowance.

- Tips and gratuities may be reimbursed for the following:
  - Tips paid to ride services which shall not exceed 15% of the fare.

- 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.

- New passports and visa fees are required for official university travel.

- Fees charged to exchange currency are necessary to pay official university travel expenses.

- Excess baggage charges are reimbursable only for materials used for university business. A supporting itemized receipt and justification are 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 waivers.
- Personal telephone calls.
- Tours, side trips, etc., which do not benefit the State.
- Traffic fines or parking violations.
- Mileage between home and official place of work.
- Intercampus mileage if campus visit is part of regular roles and responsibilities.
- Meals and beverages more than per diem.
- Flight Insurance
- GPS
- TSA Pre-Check – (special circumstances must be approved by the Vice President of Finance and CFO).

Guidelines 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. Although receipts are not required, meal allowances should be added to the Expense Report (ER).

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

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 and/or room service are not reimbursable.

DOMESTIC LODGING

Lodging reservations should be made in accordance with good purchasing procedures and FS 112.061. The most economical use of hotels should be made (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. In state hotel stays are exempt from sales tax.

Domestic lodging will be reimbursed at the single occupancy rate unless a room is shared by multiple University travelers resulting in 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.

Travelers should only claim their own expenses. Personal expenses, such as guest accommodations, room service, entertainment, and other non-business charges, are the responsibility of the traveler. If a group is charged with one T&E card, each folio and itemized receipt must be added as an individual attachment to

the ER in Workday.

Lodging within 50 miles of Official Headquarters must be pre-approved 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). Approval of the SA must route through the dean or director level, Grants (if applicable), and the Global Travel department, with final approval from the Provost Office.

In accordance with University Policy 1.19 and this manual, all university related international travelers must obtain full approval for a Spend Authorization before making travel commitments, incurring expenses, or travelling. To efficiently process a Spend Authorization for International Travel, it should include:

- Detailed travel plans
- Estimated expenses
- Supporting documentation, including a confirmed travel liability waiver @ https://www.fau.edu/global-travel/documents/travelwaiveronetwo.pdf and proof of insurance approval.

Failure to comply with University Policy 1.19 (www.fau.edu/policies/documents/files/fau-policy-1-19-global-travel-safety-and-security.pdf) may result in disciplinary action, including the revocation of future university-sponsored travel privileges. Travelers who fail to obtain required approvals may be held personally responsible for noncompliance. Travelers should consult the Global Travel Safety and Security webpage - https://www.fau.edu/global-travel/ for guidance before making any international travel commitments.

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 Sources:

- Department of State Travel Advisories http://travel.state.gov/
- University Policy 1.19 www.fau.edu/policies/documents/files/fau-policy-1-19-global-travel-safety-and-security.pdf
- Non-Compliance Memorandum - www.fau.edu/provost/documents/2024-memo-on-travel-non-compliance.pdf

TRAVELING WITH EQUIPMENT

The 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 include 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.

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 diem.

❖ Federal Foreign Per Diem Rates

Use below for how to calculate Foreign Per Diem rates:

1. Find the total country M&IE rate by searching for the country traveling to: https://allowances.state.gov/web920/per_diem.asp
2. Search the $ amount of the total country M&IE rate in the following table: https://allowances.state.gov/web920/per_diem.asp, then click Appendix B
3. The daily allowance meals would be:
   Total Country M&IE rate minus the I (Incidental) rate.

If you have questions on how to determine the above, please contact Travel@fau.edu for assistance.

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 diem 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 the first and last days of foreign travel are based on times of departure

and return. On the 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, airline and hotel breakfasts are a meal and must be deducted from reimbursable meals if provided as part of a registration fee or otherwise paid for by the University.

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 exceed 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. All upgrades are the responsibility of the traveler.

Lodging reimbursement is limited to single occupancy unless rental accommodations are shared by more than one authorized traveler. The most economic 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**.

Early check-in, 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

Itemized 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 the university travel manual and Section 112061 (8), F.S. Receipts are not required for per diem meal reimbursements.

CAR RENTAL

The National/Enterprise contract is only applicable for renting from within the continental U.S. Car rentals. Avis/Budget contract is applicable for domestic and international car rentals. Both 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 the hotel bill is paid.

OANDA is an excellent source that should be used in exchanging these foreign rates. Please ensure to adjust the date when calculating the conversion rate. This must be included in your Expense Report as supporting documentation for the amount requested.

Foreign Exchange Rates www.oanda.com/currency-converter/en/

Other Links and Resources:

Expenses/Travel Manuals and Reference Guide:
http://www.fau.edu/controller/travel/index.php

Expenses/Travel Workday videos:
https://www.fau.edu/training/

International Travel:
https://www.fau.edu/global-travel/

Procurement FAQs Page:
www.fau.edu/procurement/files/faq-payables.pdf

Student Travel:
https://www.fau.edu/studenttravel/undergrad-research/

Car Rental Contracts:
https://www.fau.edu/procurement/travel/car-rental/

Southwest Contract:
https://www.fau.edu/procurement/travel/southwest/

Office of the President Policy 1.19 Global Travel Safety and Security:
www.fau.edu/policies/documents/files/fau-policy-1-19-global-travel-safety-and-security.pdf

Office of the President Policy 8.6 Non-Commercial Aircraft Use –
https://www.fau.edu/policies/documents/files/8-6-new-non-commercial-aircraft-use.pdf

For any questions, please feel free to contact Travel@fau.edu