



FLORIDA STATE UNIVERSITY

Travel Reference Guide

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University Travel Services
(850) 644-5021 Phone / (850) 644-8137 Fax
(850) 645-9501 Imaging Fax
A5607 University Center
Tallahassee, FL 32306-2391
travel@fsu.edu
<http://travel.fsu.edu>

TRAVEL PROCESSING

Travelers should minimize the amount of travel expenses by ensuring travel arrangements are the most cost-effective considering all relevant circumstances.

Travel Authorization (T-Auth)

Travel must be approved in advance by completing a Travel Authorization in OMNI. The Travel Authorization should include:

- Trip purpose
- Name of conference/event (if applicable)
- Benefit to University

Travel Card (T-Card)

- Use of the T-Card for registration fees, transportation and lodging is encouraged.
- Use of the T-Card is required for exemption of Florida sales tax. (Ref. University exemption 85-8012584914C-7)
- Cardholder must obtain receipts for all T-Card charges.
- To report a lost or stolen T-Card, contact Bank of America immediately at (800) 300-3084 and Travel Services at (850) 644-9410.

Expense Report (ER)

- Expense Reports for individual travel should be submitted in OMNI, within 10 working days of the traveler's return.
- Expense Reports for travel card purchases should be completed within 3 working days of the charges appearing in OMNI (My Wallet).

TRANSPORTATION

Travelers are to choose the most practical and economical mode of transportation, using the most direct route.

Airfare

- Purchase nonrefundable economy/coach class or cheaper tickets. (*T-Card is the preferred method of payment*)
- A detailed itinerary and receipt are required, including class of fare & ticket number.
- Receipts are required for all baggage fees.
- Justification is required for flight changes.

Car Rentals

- Reserve "compact" vehicle through University Avis Contract (AWD B133414) at (800) 338-8211 or avis.com. (*T-Card is the preferred method of payment*)
- Do not purchase insurance, as it is included in the University's contract.
- An itemized receipt is required for reimbursement.
- Justification is required if Avis is not used or a larger vehicle is rented.
- Hybrids are available for in-state rental.
- Fill gas tank prior to returning (do not use Avis fuel options). Gas receipts must be turned in for reimbursement.

Mileage

- Map mileage is calculated from official headquarters address to destination address. Provide documentation showing mileage between both locations.
- Vicinity mileage is calculated as travel within city, town, or area. Over 50 miles per day requires justification.
- Enter Map Miles and Vicinity Miles as separate line items on expense report.

PER DIEM OR LODGING & MEALS

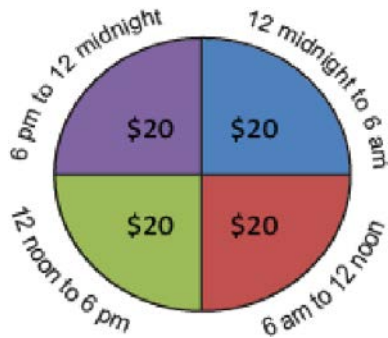
Traveler should claim the greater of:

- Daily Meals and lodging (or)
- Daily Per Diem (usually claimed for last day of trip)

Travel must be overnight and more than 50 miles away from headquarters to claim per diem or lodging and meals.

Per Diem

Daily Per Diem - \$80 per fully day (\$20 per quarter)



Lodging

- Purchase Single occupancy rate. (*T-Card is the preferred method of payment*)
- Requires a paid, itemized receipt.
- Justification is required for nightly rates, excluding taxes, which exceed \$200.
- Justification is required for miscellaneous charges (valet parking, phone calls, internet use, etc.).

Meals

Breakfast - \$6

(Travel before 6am and beyond 8am)

Lunch - \$11

(Travel before 12pm and beyond 2pm)

Dinner - \$19

(Travel before 6pm and beyond 8pm)

- May claim meal allowance for meals provided by a hotel or airline or conference “reception”.
- May not claim meal allowance for “Continental breakfasts” and “banquets” included in a conference registration fee paid by the University or third party. This applies even if the traveler decides not to eat the meals.

INCIDENTAL CHARGES

- Portage (up to \$1 per bag, maximum 5 bags per occasion)
- Laundry, dry-cleaning and press for travel extending beyond 7 days, with itemized receipt.
- Passport and visa fees, with receipt
- Currency exchange fees
- Taxi/Shuttle Services
- Taxi/Shuttle tips up to 15%
- Parking
- Tolls

Incidental charges \$25 and under do not require receipts unless purchased with a T-Card or otherwise noted.

FOREIGN TRAVEL

- Travelers should review the U.S. Department of State’s *List of State Sponsors of Terrorism* and *Foreign Travel Advisories* before making arrangements.
- Flights purchased from federal funded projects must follow the “Fly America Act”.
- Meals and lodging are reimbursed up to the maximum U.S. Department of State’s *Per Diem Rates* excluding incidental expenses.
- Itemized, paid hotel receipts are required. Lodging will only be reimbursed up to the amount paid not to exceed the U.S. Department of State’s lodging amount.
- Foreign meal rates do not begin until arrival at foreign destination and terminate upon departure from foreign destination.
- The standard \$80 daily per diem rate, in lieu of reimbursement for lodging and meals, applies.
- Incidental charges are reimbursed in the same manner as domestic charges.

CONFERENCE REGISTRATION

Registration fees require:

- Proof of payment
- Breakdown of charges
- Copy of registration form
- Copy of agenda

PHYSICALLY DISABLED TRAVELERS

- Additional expenses incurred by physically disabled travelers, are reimbursed to the extent that the expenses were reasonable and necessary to ensure the safety of the individual.
- The individual must have a documented disability with FSU Human Resources.