

## Travel Reference Guide

University funding sources only

**\*\* FSU Foundation and FSU Research Foundation have separate travel policies/guidance**



### University Travel Services

[travel.fsu.edu](http://travel.fsu.edu)

### Mission Critical Travel

Business travel must be critical to the mission of Florida State University.

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## TRAVEL PROCESSING

Travelers shall minimize the amount of travel expenses by ensuring travel arrangements are the most cost-effective considering all business factors.

### Travel Request (TR)

Supervisor must be notified of travel in advance by completing a request in Concur before making purchases. The request should include:

- All required fields
- An estimate of anticipated expenses

### 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
- Cardholder must obtain receipts for all T-Card charges
- To report a lost or stolen T-Card, contact Wells Fargo immediately at 1-800-932-0036

### Personal Travel (Do Not Use T-Card)

When combining business & personal travel, obtain comparisons (screenshots) from vendors based on regular business travel dates, times & destinations. Acquire these estimates at time of purchase and submit with expense report.

### Expense Report (ER)

- ERs for individual travel should be submitted in Concur within a timely manner after traveler's return
- T-Card, airfare card and out-of-pocket reimbursements may be combined on a single ER
- ERs must indicate if meetings, conferences, conventions, or training "are" or "are not" organized in whole or in part by any State of Florida agency/university using State appropriated dollars

## TRANSPORTATION

### Travel Agency

- Collegiate Travel Planners (CTP), FSU's Travel Agency, may be accessed via Concur 24/7 or at 252-4745 or (888)862-2947 toll free M-F, 6 ET
- Email [fsu@ctptravelservices.com](mailto:fsu@ctptravelservices.com)

### Airfare

- Purchase nonrefundable main cabin, economy, coach class tickets
- Tickets must be purchased in Concur or with CTP
- Justification is required for flight changes

### Car Rental Options

- [AVIS/Budget](http://avis.com) - 1-800-338-8211
- [Enterprise/National](http://enterprise.com) - 1-800-736-8227
- [Hertz](http://hertz.com) - 1-800-654-3131
- Reserve a compact vehicle via **rental agency portal (click blue links above)**
- Only for Domestic Use; **insurance is included**
- Itemized receipt is required
- Gas receipts are required for reimbursement
- Valid justification required if a larger vehicle is rented
- Foreign car rental requires purchase of collision & comprehensive insurance - no foreign FSU rental contract available
- Additional information - [FSU Vehicle Matrix](#)

### Mileage (Personal Vehicle Only)

- Mileage is calculated from official headquarters to destination address using the Google Maps tool within the Mileage (Personal Vehicle) expense type
- Documented miles expense type may be used when traveler keeps a mileage log or grant requires Florida Department of Transportation (FDOT) tables

## PER DIEM OR LODGING & MEALS

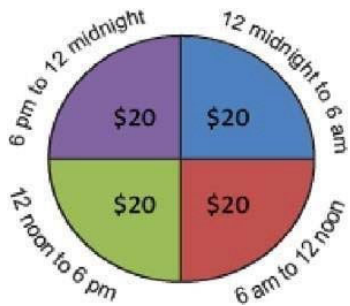
Traveler should claim the greater of:

- 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**

Per diem - \$80 per full day (\$20 per quarter day).



### **Lodging**

- Purchase single occupancy rate
- Requires a paid, itemized receipt
- Justification may be required for nightly rates, excluding taxes, which exceed \$225
- If using state appropriated E&G or Carryforward funds (1xx, 2xx) or Contracts and Grants (C&G) funds 510 through 540, 546 or 552, no justification is acceptable for lodging amounts over \$225 if event was organized in whole or in part by a State of Florida agency or university. Difference over \$225 must be paid from alternative funding source.
- Justification required for misc. charges (valet parking, phone calls, internet, etc.)

### **Meals**

Breakfast - \$6

(First day of travel must start prior to 6a.m., and last day of travel must extend beyond 8a.m.)

Lunch - \$11

(First day of travel must start prior to 12p.m., and last day of travel must extend beyond 2p.m.)

Dinner - \$19

(First day of travel must start prior to 6p.m., and last day of travel must extend beyond 8p.m.)

- May claim meal allowance for meals provided by a hotel, 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.
- When a traveler is provided lodging by FSU, a sponsor, or a third party related to the trip, per diem is not allowed to be claimed until the last day (return trip).

### ALLOWABLE INCIDENTALS

- 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 20%
- Parking
- Tolls

Incidental charges \$40 and under do not require receipts unless purchased with a T-Card or otherwise noted. Uber/Lyft email receipts, please provide as backup regardless of amount.

## FOREIGN TRAVEL

- Review U. S. Department of State’s List of State Sponsors of Terrorism and Foreign Travel Advisories before making travel plans
- Travelers should enroll in U.S. Department of State’s STEP Service for safety updates & emergency contact information
- Flights purchased from federally funded projects must follow “Fly America Act”
- Meals and lodging are reimbursed up to the maximum U. S. Department of State’s per diem rates excluding incidentals
- 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
- The standard \$80 daily per diem rate, in lieu of reimbursement for lodging and meals, applies
- Incidentals are reimbursed in the same manner as domestic incidentals

## CONFERENCE REGISTRATION

Registration fees require:

- Proof of payment
- Breakdown of charges
- Copy of registration form
- Copy of agenda including meals provided
- Memberships unallowable unless paid in conjunction (can't be separated) with the conference registration fee

## TRAVELERS WITH DISABILITIES

Additional expenses incurred by travelers with disabilities are reimbursed to the extent that the expenses were reasonable and necessary to ensure traveler’s safety. Traveler must have an American with Disabilities Act(ADA) accommodation on file with FSU Human Resources.