



## FLORIDA STATE UNIVERSITY

### Travel Reference Guide

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**University Travel Services**  
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**Mission Critical Travel** - travel using State Appropriated dollars must be considered Mission Critical. OMNI approvals include the Mission Critical statement. Effective for FY 16-17.

### **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 is to 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 (888) 449-2273 and T-Card Services at (850) 644-3943.

#### **Expense Report (ER)**

- Expense Reports for individual travel should be submitted in OMNI within a timely manner after traveler's return.
- Expense Reports for T-Card purchases should be completed in a timely manner after charges appear in OMNI (My Wallet).
- Expense Reports must indicate if meetings, conferences, conventions, or trainings "are" or "are not" organized in whole or in part by any State of Florida agency/university using State Appropriated dollars.

### **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 Enterprise/National Contract (XZ55622) at (877) 690-0064 or online through <http://travel.fsu.edu> (**Ground Transportation**).
- Do not purchase insurance, as it is included in the University's contract.
- An itemized receipt is required for reimbursement.
- Justification is required if Enterprise/National is not used or a larger vehicle is rented.
- 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

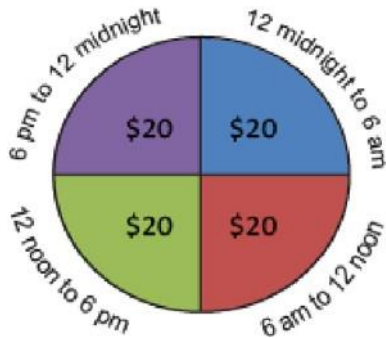
Traveler should claim the greater of:

- 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 \$150.
- 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 \$150 if event was organized in whole or in part by a State of Florida agency or university. Difference over \$150 must be paid from alternative funding source.
- 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.

### **Personal Travel (do not use T-Card)**

When combining business & personal travel, obtain printed estimates from vendors based on regular business travel times & destinations. Acquire estimates when purchasing item for actual travel dates.

## 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.
- 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.
- 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

## PHYSICALLY DISABLED TRAVELER

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