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)

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.
- Incidental is 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.

**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.)