



FLORIDA STATE UNIVERSITY

Travel Reference Guide

Revised May 2018



University Travel Services

(850) 645-8785 (TRVL)

(850) 644-5021

A5607 University Center
Tallahassee, FL 32306-2391

travel@fsu.edu
<http://travel.fsu.edu>

Mission Critical Travel - Travel using State appropriated dollars must be critical to the mission of Florida State University.

TRAVEL PROCESSING

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

Travel Request

Supervisor must be notified of travel in advance by completing a Request in Concur. 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. (Ref. University exemption 85-8012584914C-7).
- 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. If outside of U. S. call collect 1-612-332-2224. Also report lost/stolen cards to T-Card Services at (850) 644-5021.

Expense Report (ER)

- Expense Reports for individual travel should be submitted in Concur within a timely manner after traveler's return.
- T-Card, personal & non-travel reimbursements may be combined on a single expense report.
- Expense Reports 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

- World Travel Services (WTS), FSU's Travel Agency, may be accessed via Concur 24/7 or at 1-855-967-2818, M-F, 8-6 ET.
- For WTS emergency assistance in U. S. call 1-800-251-9047. Outside U. S. call collect 1-865-777-1600. Reference code W-1EB.

Airfare

- Purchase nonrefundable economy/coach class or cheaper tickets.
- 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 Rental – Enterprise/National Contract XZ55622

- Reserve "compact" class vehicle by calling 1-877-690-0064 or online at <http://travel.fsu.edu/ground-transportation>
- Do not purchase insurance. It is included in the University's contract.
- Itemized receipt is required.
- Gas receipts required for reimbursement.
- Justification required if Enterprise/National is not used or a larger vehicle is rented.
- If renting off-contract, purchase of collision & comprehensive insurance is required.

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 FDOT tables.

PER DIEM OR LODGING & MEALS

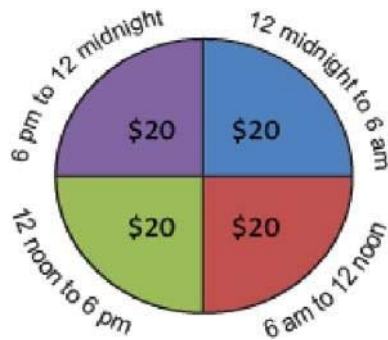
Traveler should claim the greater of:

- 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

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 required for misc. charges (valet parking, phone calls, internet, 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 dates, times & destinations. Acquire these estimates at time of purchase and submit with expense report.

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.

TRAVELERS WITH DISABILITIES

- Additional expenses incurred by travelers with disabilities are reimbursed to the extent that the expenses were reasonable & necessary to ensure safety of individual.
- Individual must have an ADA accommodation on file with FSU Human Resources.