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

Travel Request
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. (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, out-of-pocket & 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.
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. (T-Card is the preferred method of payment).
- Requires a paid, itemized receipt.
- Justification is required for nightly rates, excluding taxes, which exceed $175.
- 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 $175 if event was organized in whole or in part by a State of Florida agency or university. Difference over $175 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 6am., and last day of travel must extend beyond 8am.)
- Lunch - $11
  (First day of travel must start prior to 12pm., and last day of travel must extend beyond 2pm.)
- Dinner - $19
  (First day of travel must start prior to 6pm., and last day of travel must extend 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.
- 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 15%
- Parking
- Tolls

Incidental charges $30 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 (screenshots) 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.
- Incidental charges 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 and necessary to ensure traveler’s safety. Traveler must have ADA accommodation on file with FSU Human Resources.