



FLORIDA STATE
UNIVERSITY

Travel Reference Guide

Revised April 2021

Effective April 1st, vice president's approval will no longer be required for travel within the State of Florida. Concur will allow all in-state travel to be processed without an exception.



University Travel Services
(850) 644-5021
A5607 University
Center Tallahassee,
FL32306-2391
travel@fsu.edu
<http://travel.fsu.edu>

Mission Critical Travel – Business travel must be critical to the mission of Florida State University.

PTRAVEL PROCESSING

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.

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 main cabin, economy, coach class or cheaper tickets.
- Tickets must be purchased in Concur or with World Travel Services.
- Receipts are required for all baggage fees.
- Justification is required for flight changes.

Car Rental – AVIS/Budget - Contract B133414 (AVIS) or T417676 (Budget)

- Reserve "compact" class vehicle by calling 800-338-8211 or online at <http://travel.fsu.edu/ground-transportation>
- Do not purchase insurance. It is included in the FSU's contract.
- Itemized receipt is required.
- Gas receipts required for reimbursement.
- Valid justification required if AVIS/Budget 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

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 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 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).

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 \$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.
- 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 and necessary to ensure traveler's safety. Traveler must have ADA accommodation on file with FSU Human Resources.