Travel Reference Guide
Revised September 2020

All business travel requires vice-president approval unless it is travel between FSU campuses/facilities.

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 – Business travel 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 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. (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, 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.
- 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 – AVIS/Budget - Contract A113400 (AVIS) or T417600 (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.
- 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 $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
  (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 $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 (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.
- Incidents 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.