## I. TRAVEL PROCESSES AND FORMS

**Processes and Forms**
- Travel Authorization (TA)
- Complimentary Travel Form
- Cash Advance Request (CA)
- Expense Report Reimbursement (ER)
- Payment Request Forms (PRF)

**Time Frames for Forms Submission**
- Advance Registrations (PRF): 10-20 business days prior to registration deadline
- Cash Advances: 10 business days prior to trip start date, with an approved TA.

**Travel Authorizations (TA)**

**Must be Completed and Approved prior to trip**
All travel requires a TA in iRattler, which is an estimate of the money needed for the trip or a Complimentary Travel Form for no out of pocket expenditures. Requires Project Manager Approval or Dept. Manager Approval.

**Trip Information must include:**
- Departure and Return Times
- Purpose of trip
- Specific names of events to be attended.
- Benefit to the University, which should not duplicate the purpose and should provide a clear statement of how the trip will benefit the sponsored project, FAMU or the State of Florida – not the traveler.

**Expense Report Reimbursement**
Expense reports (ER) for “out-of-pocket” expenses, should be submitted for payment processing within 10-days of trip completion.

Receipts on the Expense Receipt Header page must be attached to the ER in Travel and Expense module.

### III. MEALS (not allowed for Class C travel)

**Breakfast:**
(depart before 6am, return after 8am) - $6

**Lunch:**
(depart before noon, return after 2pm) - $11

**Dinner:**
(depart before 6pm, return after 8pm) - $19

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### IV. TRANSPORTATION

**Must Use Most Economical Means to Travel**

**Airfare**
- Two hours, for travel time, is allowed prior to departure or after arrival for check in/out at the airport.
- A detailed itinerary and receipt are required – including class of fare.
- Justification required for flight changes.
- Travelers fly coach class or cheaper and purchase non-refundable tickets.
- Receipts are required for all baggage fees.
Rental Cars – Enterprise Rent-A-Car

- Make reservations by phone (877) 690-0064 or at https://partner.rentalcar.com/stateofllorida/.
- Provide valid employee identification card.
- Insurance is included in contracted rates. Additional Insurance should not be accepted.
- Justification required for upgrading from Compact “B” car.
- Justification required for use of other rental vendors.
- Fill up the car prior to returning to Enterprise (do not use ERAC fuel options).
- The department can use its discretion as to whether the use of the ERAC Plate Pass system (to pay tolls) is allowable.
- Use seatbelts and operate vehicle in accordance with laws and conditions.
- GPS is NOT a reimbursable expense.
- Hybrids are available for in-state rental. Include certification stating hybrid was deemed most economical means of travel.
- Preferred payment method: major credit card or P-Card
- **Debit Card can only be used at City locations and requires a copy of your utility bill, last two pay stubs and $150 plus the cost of the rental**

**Mileage**

- Map Mileage - .445¢ per mile.
- "Map Mileage Most Frequently Used One Way From Tallahassee" form: www.famu.edu/fiscalAffairs/MAP%20MILEAGE.pdf
- If city is not listed on "Map Mileage Most Frequently Used One Way from Tallahassee" form, use
  - Instate use FL Dept. of Transportation (FDOT) website: http://fdotwp1.dot.state.fl.us/CityToCityMileage/viewera.aspx
  - Out-Of-State use Map Quest.
- Calculated city-to-city, not address to address
- Vicinity Mileage is travel within city limits – over 50 miles per day requires justification.
- Enter Map mileage and Vicinity miles as separate line items on expense report.

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V. LODGING

- Requires an itemized receipt.
- Justification is required if nightly room rate exceeds $150 per night in-state and $200 per night out-of-state (excluding taxes).
- Lodging may only be reimbursed for the single occupancy rate.
- Justify Valet parking if used.
- Justify phone calls and/or internet use for business purpose.

VI. CONFERENCES

- Traveler may not claim a meal allowance if the meals were included in the registration fee paid by the University; this applies even if the traveler decides not to eat the meals.
- “Continental breakfast”, “banquets” and "brunches" are considered meals – at the conference.
- "Brunch" is breakfast and considered a meal.
- A "reception" or "gala" is not considered a meal. Submit the conference agenda with the expense report receipts.

VII. FOREIGN TRAVEL

- The Request for Foreign travel form must be approved before inputting a TA.
- Lodging will only be reimbursed based upon the original paid lodging receipts and only up to the maximum foreign lodging amount as specified in the US Department of State tables (see information on foreign travel at http://www.state.gov/travel)
- Currency converter for foreign exchange rates may be found at: www.oanda.com
- Itemized hotel receipts are required.
- Meal rates for foreign travel do not begin until the traveler arrives at the foreign destination and terminate when the traveler departs from the foreign country. Foreign Per Diem is not allowed – the standard meal rates may be used in lieu of lodging and meals.
- Foreign Incidental expenses not requiring receipts:
  - Meals – traveler reimbursed at set rates.
  - Taxi Fares – under $25 per occurrence (maximum reimbursable tip of 15%).
  - Parking Charges – under $25 per occurrence.
  - Tolls – under $25 per occurrence.
  - Portage – limited to $1 per bag, per occurrence (5 bag maximum).
- Mandatory Valet Parking – limited to $1 per occurrence and justification required.

VIII. RECEIPTS

Incidental expenses not requiring receipts:

- Business calls/Internet use – include FAMU business purpose.
- Checked/ Excess baggage fees.
- Registration fees – include documentation (agenda and brochure) showing the date, location, amount of registration fee; and meals provided.
- Taxi Fares – $25 or more per occurrence.
- Parking Charges – $25 or more per occurrence.
- Tolls - $25 or more per occurrence.
- Passport/Visa fees – for official business.
- Laundry, Dry-Cleaning and Pressing – after 7 consecutive days of travel with an itemized receipt.
- Gas receipts for rental car.

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XI. PHYSICALLY DISABLED TRAVELERS

When a physically disabled traveler incurs travel expenses in excess of those ordinarily authorized, and the excess travel expenses were incurred to permit the safe travel of that disabled traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary to ensure the safe travel of that individual.

Individual must have documented disability with FAMU Human Resources.