Function of the Travel Office

- The Travel Office is responsible for auditing and processing business-related travel expenses in accordance with procedures outlined in Section 112.061, F.S. which includes processing:

1. Travel Authorizations
2. Travel Advance Applications
3. Reimbursements
Facts About Travel

• Travel costs must be within budgetary limitations.

• No commitments to travel or to incur travel expenses are to be made without the appropriate approvals.

• As a result of the internal audits, the traveler may receive less reimbursement than requested. Also, additional documentation, justification and/or certification may be required.

• Any Travel over 30 days must be approved by the President.

• Foreign Travel must use foreign per diem rates located at www.state.gov/travel/

• Warrant Distribution will call you for check pick-up.
**Types of Travel**

- **Class A travel**-- travel of 24 hours or more away from official headquarters.
- **Class B travel**-- travel of less than 24 hours which involves overnight absence from official headquarters.
- **Class C travel**-- Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.
- **Foreign travel**--Travel outside the United States.

**Processing Travel Authorization**

- Begins the travel process and authorizes the employee to travel
  - Must be completed in its entirety including
    - Employee ID#
    - Complete chart field information (fund, dept, prog, proj)
    - Estimated Cost
    - Purpose of trip
    - All other pertinent information required on the form
  - Must have all the appropriate signatures
### Processing Travel Advances

- Application for Advance is submitted before travel and with the Travel Authorization Request.

- Traveler receives 80% of estimated travel cost

- Application must be completed in its entirety with all required signatures.

### Processing Travel Advances

- To receive payment prior to travel, documents must be in the Controller’s Office 10 days before departure date (checks are distributed 3 days prior to departure date).

- Travelers are not permitted to have more than one advance outstanding at any time.

- Must be settled 10 days after return to official headquarters.
Processing Travel Advances

- If advance is not settled within 10 days the employee will no longer be eligible for a travel advance.

- If Advance is not settled within 30 business days, FAMU will garnish a traveler’s wages through Payroll.

Processing Reimbursements

1. Occurs after employee returns from travel
2. Processing time for Reimbursements is 10 working days.

- What prevents timely processing:
  - Date document is received in the Controller’s Office
  - Missing required documents
    - Benefit statement (for conferences/conventions)
    - Receipts (ex. Baggage)
    - Programs
Processing Reimbursements

- **Documentation Requirements**
  - Lodging receipts must be itemized daily showing single occupancy rate.
  - Copy of Airline Ticket (if purchased by Employee)
  - Copy of Airline Itinerary is required for foreign travel
  - Original receipts (i.e. taxi tolls, parking etc)
  - Itemized Copy of car rental receipt
  - Incidental receipts (i.e. taxi tolls, parking etc)
  - Conference and Convention information if applicable
  - ADA Documentation (if applicable)

Foreign Travel

- **All Foreign travel must be processed with the following approvals:**
  - FAMU International Office (Mr. Joseph Jones)
  - Academic Affairs (Provost Hughes-Harris)
  - President James Ammons
  - Sponsor Research (if funded by Contract or Grant)
Foreign Travel

- Foreign Per Diem Rates: www.state.gov/travel/

Car Rentals

- Must use State of Florida Contract Code # A113400 with AVIS Car Rental
  - Class A (compact car)
  - Class B (sub-compact car)

- If you have to use a different rental agency then you will need to provide a justification.
Accomplishments: We’re Going Green

- Implemented Document Management using ImageNow
  - System allows tracking and monitoring of every document entered into the system

- How It Works
  - Documents are scanned at scanning stations (Human Resources, Academic Affairs, Sponsored Research, & Controller’s Office)
  - Indexed and routed to the appropriate Travel processor’s queue
  - Processor processes invoices by integrating PeopleSoft with ImageNow (creates a paperless process)
  - Warrant Distribution receives vouchers in the queues for post audit and running the paycycle

ImageNow Document Preparation

- **Travel Documents** – Incomplete paper work will be returned to you for corrections

- **Prep work:** (1) Remove all staples (2) For receipts invoices, please ensure that they are taped to an 8.5” by 11” piece of paper
  1. Travel Authorization Request (TAR)
  2. Ensure all of the following applicable documents are submitted to ensure timely processing
  3. Ensure all appropriate signatures have been obtained
  4. Advance Application
     - Advance Application required (see attachment)
  5. Registration
     - Submit Agenda and completed registration form
  6. Other Supporting documentation as needed
  7. Travel Reimbursement/Expense report
  8. Conference or Training – if paid by university, submit the agenda
  9. Travel receipts – Please ensure that they are taped to an 8.5” by 11” piece of paper

- **Title III and Sponsored Programs** continue normal submission of documents
1. **Hand Delivery**
   - All invoices, Request for payments, Travel Authorizations, and Reimbursements must fulfill the document(s) preparation requirements as stated above to ensure timely payment processing. Documents can be hand-delivered to the Office of the Controller 201, Foote-Hilyer Administration Center for document(s) scanning and processing.

2. **Facsimile & E-mail**
   - Documents can also be submitted to the Office of the Controller by legible facsimile transmission (850)599-8599 or by e-mailing scanned copies of the document(s) that you desire to be processed to: Travel@famu.edu

3. **Please Note:** It is the responsibility of the department, division, and college and or school to ensure that documents are received timely and are in a legible format to ensure timely and accurate processing.

---

**Travel Section Contact Information**

- Paula Graham – Supervisor
- Andrea Wilson – Program Assistant

- Travel Section regarding how to complete the required travel documentation at 850-561-2978 or Travel@famu.edu