



TRAVEL WORKSHOP

PRESENTED BY

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Florida Agricultural and Mechanical University



Florida Statute 112.061

- Governs all University travel expense
- All travel must be authorized and approved with a stated business purpose that must benefit the state of Florida
- Subsistence Allowance
 - Breakfast, \$6
 - Lunch, \$11
 - Dinner, \$19
 - Reimbursed based on the provided schedule
 - Meals are not reimbursed when included in convention/conference registration fee





Florida Statute 112.061

- Transportation
 - Most direct, economical method of travel
 - Arrangements made for the traveler's convenience paid by the traveler
 - Method of travel based on the following:
 - Time of travel
 - Impact on productivity of the traveler
 - Cost (transportation plus required subsistence allowance)
 - Use of privately-owned vehicle is permitted
 - Travelers receive mileage allowance at 44.5 cents/mile





Florida Statute 112.061

- Other Allowable Expenses
 - Taxi fare
 - Tolls
 - Parking fees
 - Convention/conference registration fees
- Advances are authorized to cover anticipated cost of travel





Travel & Expense Policy & Procedures

- Travelers are not to make commitments to travel or incur travel expenses without first obtaining appropriate approvals
 - iRattler's (PeopleSoft) Travel and Expense (T&E) Module
 - Workflow functionality
 - ImageNow
- Roles & Responsibilities
 - Travel Representatives:
must initiate ALL travel transactions in the T&E module
must ensure appropriate approvals are obtained in advance of anticipated travel
 - Directors/Principal Investigators/Sponsored Programs:
review all T&E transactions for approval
 - Travel Office:
audits, approves and processes all T&E transactions
 - Travelers:
provide Travel Representatives with necessary information to create travel transactions, including all receipts upon return





Travel & Expense Policy & Procedures

- A Travel Authorization, entered into iRattler's T&E module, is required for all travel
 - Must be approved by individual(s) with budgetary responsibility
 - Also audited and approved by the Travel Office
 - Transactions not approved are sent back to the Travel Representative for revision with accompanying notes
 - Recommend submission at least 15 business days before the planned trip
- A T&E Report is required for all reimbursements
 - Must be accompanied with receipts and agenda, if applicable
 - Due ten business days after return date





Travel & Expense Policy & Procedures

- Cash Advances
 - Approved for amounts up to 80% of estimated travel expense totaling \$200 or more
 - Recommend submission at least ten business days prior to trip
 - Any unused portion is due to the University within ten days after traveler's return
 - If not settled within 30 days, amounts due to the University are repaid via payroll deduction (employees are then ineligible for future advances)





Travel & Expense Policy & Procedures

- Other Important Travel Information
 - Participation in the Delta SkyBonus Program
 - Enterprise Rent-A-Car is the state contracted rental company
 - Travelers are reimbursed the compact rate (no extras permitted)
 - Payment Request Forms are encouraged for student group travel
 - Payments made directly to the travel-related vendor (e.g. hotels)





Audit Considerations

- Standard Travel-related Operational Audit Topics
 - Historically, the focus was monitoring travel expenses managed by different systems, P-card versus T&E
 - Currently, the focus is on the president and board member travel expenses
 - Are these expenses in compliance with 112.061, Florida Statutes?
- FAMU's past travel-related audit challenges
 - Report 2013-103 cited late submission of expense reports, questionable expenses, group travel issues and FDLE investigations
 - Report 2014-108 cited NO travel-related findings
 - T&E module was fully implemented by FY 2013
 - Report 2017-197 cited late submission of expense reports
 - Expense reports submitted an average of 14 days late





Thank you

Questions?

