

**TRAVEL EXPENSE
 REFERENCE GUIDE FOR
 EMPLOYEES**
 FLORIDA ATLANTIC UNIVERSITY
 FOUNDATION
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Please review the guidelines below as employees traveling on behalf of FAU Foundation may be eligible for reimbursement. Travelers are encouraged to choose the most cost-effective arrangements while considering all relevant circumstances. Visit fauf.fau.edu/policies for the full Travel Policies and Procedures.

Domestic Travel

Spend Authorization (Estimated Costs):

Spend Authorizations are required for all Foundation travel. This includes overnight travel and expenses involving mileage reimbursements. It must be submitted and approved **BEFORE** Travel begins.

- ✓ Please provide a Justification: Include reason for travel and Benefit to the University.
- ✓ Estimate the costs of expenditures (ex. Hotel, Airfare, Per-Diem, etc.).

Expense Report (Actual Costs):

The amounts on the Expense Report are the actual costs submitted for reimbursement. Important Items to consider:

- ✓ Dates and travel times(departure/arrival)
- ✓ Justification: Reason for travel and benefit to the University
- ✓ Identify the correct expense item (ex. Hotel)

Registration:

Registration fees may be paid in advance. If this fee includes continental breakfast or meals, the traveler must deduct this meal from their per-diem.

Transportation:

Airfare



The University reimburses commercial airfares for economy/coach accommodations. First and business Class transportation is not allowed.

- ✓ Economy/Coach must be selected
- ✓ Itinerary and receipts are required
- ✓ Non-refundable:
 - Flight insurance
 - Seat upgrades



The State of Florida has entered a contract with Avis/Budget for the rental of cars to individuals traveling on state expense.

- ✓ <https://www.carrental.com/abgPartners/sof/>
- ✓ If traveler rents a car from a different company the University will reimburse up to the amount stipulated on the Contract with Avis/Budget unless a cost savings result with use of a different vendor
- ✓ Sub-compact or Compact cars ONLY, otherwise justification is required

Mileage

- ✓ Fixed rate at \$0.445 cents per mile
- ✓ Claim mileage from Official Headquarters/Home to destination meeting; **whichever is LESS**
- ✓ Map Required
- ✓ Not allowed to claim with University vehicle

Domestic Meals:

Meals for domestic travel are based on times of departure and return to be reimbursable. Travel must be overnight and more than 50 miles away one way:

Breakfast

First Day - Departure	Last Day - Return
BEFORE 6AM	PAST 8AM

Lunch

First Day - Departure	Last Day - Return
BEFORE 12PM	PAST 2PM

Dinner

First Day - Departure	Last Day - Return
BEFORE 6PM	PAST 8PM

Breakfast \$6.00
Lunch \$11.00
Dinner \$19.00

- ✓ Non-refundable:
 - No meal reimbursement for ONE DAY travel not involving an overnight stay
 - Room Service
- ✓ Allowable:
 - [GSA rates](#) for meals – Receipt is required for reimbursement. Actual expense is reimbursable up to the amount of the GSA rate.
 - Meals with donors (see disbursement policy [here](#))



Lodging

Reimbursed at single occupancy rate unless a room is shared by multiple University travelers resulting in a cost savings to the University.

Justification is required for hotel rooms over \$200.00 per night, or GSA rate whichever is greater.

Foreign Travel:



Approvals must route through the dean or director level, with final approval from the Provost Office.
The most economical means should be considered.

Items to complete:

✓ Spend Authorization

- Each Traveler will receive a message outlining the:
 - Federal Export Control Law
 - The Travel Warning List
 - The **Travel Release of Liability** to be signed and attached to the Spend Authorization.

✓ Expense Report (after Travel is complete)

Important Websites: Travel Advisories

- ✓ <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
 - If Level 3: Reconsider Travel or above is the Warning Statement for a Specific destination, you must fill out **the Travel Release of Liability Form.**



Important Websites: Foreign Rates

- ✓ <https://aoprals.state.gov/> (Office of Allowances)

Lodging:

- ✓ Travelers will get reimbursed for actual lodging rates, not to exceed the *Federal foreign maximum [lodging rates](#).
 - The stay is at a conference hotel
- ✓ Reimbursement is limited to single occupancy unless accommodations are shared by more than one authorized traveler.
- ✓ Non-reimbursable:
 - Rate in excess of the Conference Hotel Rate
 - Late Checkout or Cancellation fees will not be reimbursed **unless** a business reason is provided and is in the best interest of the University (please contact hotel manager to void fees)

Car Rental:

- ✓ Avis/Budget contract is only for US rentals.
- ✓ Car rentals are limited to subcompact or compact class ONLY, unless letter of Justification is provided and signed by supervisor.

Converting Receipts for Foreign Language and Currency:



- ✓ When receipts are in foreign currency:
 - The applicable USD exchange rates are those rates which are in effect the day the transaction occurs.
 - <https://www.oanda.com/currency/>

Expenses NOT allowed for Domestic and Foreign Travel:

- ✓ Personal travel insurance (life or medical insurance).
- ✓ Rental car insurance option for personal accident waiver.
- ✓ Personal telephone calls should not be charged to university telephone numbers or credit cards.
- ✓ Tours, side trips, etc. which do not benefit the State.
- ✓ Traffic fines or parking violations.
- ✓ Mileage between HOME and official place of work.