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

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

<table>
<thead>
<tr>
<th></th>
<th>First Day - Departure</th>
<th>Last Day - Return</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>BEFORE 6AM</td>
<td>PAST 8AM</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>BEFORE 12PM</td>
<td>PAST 2PM</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>BEFORE 6PM</td>
<td>PAST 8PM</td>
</tr>
</tbody>
</table>

- 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/](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*.

**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/](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.