

Travel: A Summary for Students and Faculty FSU Department of Classics

Before Your Trip:

Please try to have the following information handy if at all possible:

- Dates of the trip
- Purpose of the trip
- Anticipated or advance expenses
- Knowledge of funding status of the trip
 - Who is paying for the trip? Which department(s)/organization(s)?
 - Department? HPS? COGS? Other Funds?
 - How much are you being allocated by each department or organization?

Please try to notify the office staff of your upcoming trip, and provide the information several days before your trip. Without this information, we can't prepare a travel authorization, and you won't be covered by FSU's travel insurance.

Please fill out the pre-travel form that accompanies this guide, it will allow the office staff to have all the information they might need to properly fill out and submit your travel authorization several days before your trip begins. All you have to do is complete it, and turn it in, a few days before your trip.

During Your Trip:

- Make sure to get proof of the purpose of the trip
 - Almost all travel is going to be for an event. A document explaining the event, as well as your role in it (such as a conference program), is almost always required.
 - Such documents are often available online, but please check to make sure it is, otherwise it will be very important to save the copy you receive while traveling.
- Save Receipts
 - I can't bill for most expenses without a receipt of some kind.
 - There are exceptions, however, such as:
 - Meals are usually reimbursed at a flat rate (so, don't worry about meal receipts)
 - Taxi receipts less than \$25 usually do not require a receipt

After Your Trip:

- You need to gather your items, documents, and receipts (physical or electronic) together for submission to the office staff.
 - The expense report is now a largely electronic process, and electronic copies of supporting documents are encouraged. You can submit this documentation by forwarding emails (such as receipts or reservation confirmations) or scanning them and emailing the resulting files.
 - If you submit paper forms, please be mindful of the fact that I will have to scan and submit them. Please refrain from submitting anything that would be difficult to scan unless absolutely necessary.
- If the cost of your trip exceeded the total amount of funding you received, you will need to decide which expenses you want to submit for reimbursement.
 - I strongly recommend a strategy of submitting the most expensive and best-documented items first. Examples of this are airfare and hotel stays for multiple-days. This approach is much easier to process than entering 15 meals, say.
- You should also decide if you would rather forgo the item-based reimbursement process and take the per-diem approach, which gives a flat rate of \$80 for each full day of travel (see the travel reference guide on the department “Forms and Policies” page for further information).
 - This approach has the advantage of being very straightforward and streamlined. Because expenses aren’t itemized, one needn’t provide documentation
 - Per-diem is incompatible with billing for **meals and lodging**, however, so consider whether or not you will get the same amount of money with this approach.
 - Per-diem is also reduced when less than the entire day is spent traveling.
 - Each day is divided into 6-hour quarters. Each is worth \$20.
 - This means on the day of your departure and your return, you may not be eligible for the full \$80, depending on when your travel began and ended.
 - More information on per-diem reimbursement can be found here: <http://controller.vpfa.fsu.edu/travel/general-information>
- Please try to submit these items, as well as any justification for unusual expenses, to the office staff within 7 days of your return.
 - All departments are monitored by the controller’s office for how quickly and accurately they process expense reports. Accuracy is up to the office staff, for the most part, but you can help them get processed quickly by submitting your forms and information within this deadline.
 - If you anticipate not being able to meet this deadline, or are missing important supporting documents, please let the office staff know.

