



## FLORIDA STATE UNIVERSITY

### Travel Reference Guide

Revised May 2018



#### University Travel Services

(850) 645-8785 (TRVL)

(850) 644-5021

A5607 University Center  
Tallahassee, FL 32306-2391

[travel@fsu.edu](mailto:travel@fsu.edu)  
<http://travel.fsu.edu>

**Mission Critical Travel** - Travel using State appropriated dollars must be critical to the mission of Florida State University.

### TRAVEL PROCESSING

Travelers shall minimize the amount of travel expenses by ensuring travel arrangements are the most cost-effective considering all relevant circumstances.

#### **Travel Request**

Supervisor must be notified of travel in advance by completing a Request in Concur. The Request should include:

- All required fields.
- An estimate of anticipated expenses.

#### **Travel Card (T-Card)**

- Use of the T-Card for registration fees, transportation and lodging is encouraged.
- Use of the T-Card is required for exemption of Florida sales tax. (Ref. University exemption 85-8012584914C-7).
- Cardholder must obtain receipts for all T-Card charges.
- To report a lost or stolen T-Card, contact Wells Fargo immediately at 1-800-932-0036. If outside of U. S. call collect 1-612-332-2224. Also report lost/stolen cards to T-Card Services at (850) 644-5021.

#### **Expense Report (ER)**

- Expense Reports for individual travel should be submitted in Concur within a timely manner after traveler's return.
- T-Card, personal & non-travel reimbursements may be combined on a single expense report.
- Expense Reports must indicate if meetings, conferences, conventions, or training "are" or "are not" organized in whole or in part by any State of Florida agency/university using State appropriated dollars.

### TRANSPORTATION

#### **Travel Agency**

- World Travel Services (WTS), FSU's Travel Agency, may be accessed via Concur 24/7 or at 1-855-967-2818, M-F, 8-6 ET.
- For WTS emergency assistance in U. S. call 1-800-251-9047. Outside U. S. call collect 1-865-777-1600. Reference code W-1EB.

#### **Airfare**

- Purchase nonrefundable economy/coach class or cheaper tickets.
- A detailed itinerary and receipt are required, including class of fare & ticket number.
- Receipts are required for all baggage fees.
- Justification is required for flight changes.

#### **Car Rental – Enterprise/National Contract XZ55622**

- Reserve "compact" class vehicle by calling 1-877-690-0064 or online at <http://travel.fsu.edu/ground-transportation>
- Do not purchase insurance. It is included in the University's contract.
- Itemized receipt is required.
- Gas receipts required for reimbursement.
- Justification required if Enterprise/National is not used or a larger vehicle is rented.
- If renting off-contract, purchase of collision & comprehensive insurance is required.

#### **Mileage (Personal Vehicle Only)**

- Mileage is calculated from official headquarters to destination address using the Google Maps tool within the Mileage (Personal Vehicle) expense type.
- Documented miles expense type may be used when traveler keeps a mileage log, or grant requires FDOT tables.

## PER DIEM OR LODGING & MEALS

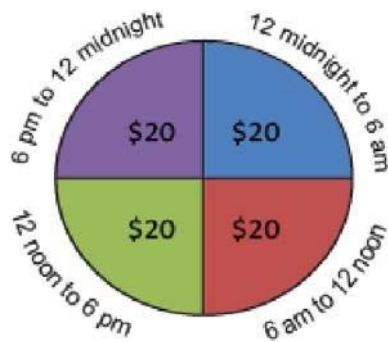
Traveler should claim the greater of:

- Daily Meals and lodging (or)
- Daily Per Diem (usually claimed for last day of trip).

Travel must be overnight and more than 50 miles away from headquarters to claim per diem or lodging and meals.

### **Per Diem**

Daily Per Diem - \$80 per fully day (\$20 per quarter).



### **Lodging**

- Purchase Single occupancy rate. (T-Card is the preferred method of payment).
- Requires a paid, itemized receipt.
- Justification is required for nightly rates, excluding taxes, which exceed \$150.
- If using State appropriated E&G or Carryforward funds (1xx, 2xx) or Contracts and Grants (C&G) funds 510 through 540, 546 or 552, no justification is acceptable for lodging amounts over \$150 if event was organized in whole or in part by a State of Florida agency or university. Difference over \$150 must be paid from alternative funding source.
- Justification required for misc. charges (valet parking, phone calls, internet, etc.).

### **Meals**

Breakfast - \$6

(Travel before 6am and beyond 8am)

Lunch - \$11

(Travel before 12pm and beyond 2pm)

Dinner - \$19

(Travel before 6pm and beyond 8pm)

- May claim meal allowance for meals provided by a hotel or airline or conference “reception”.
- May not claim meal allowance for “continental breakfasts” and “banquets” included in a conference registration fee paid by the University or third party. This applies even if the traveler decides not to eat the meals.

### INCIDENTAL CHARGES

- Portage (up to \$1 per bag, maximum 5 bags per occasion)
- Laundry, dry-cleaning and press for travel extending beyond 7 days, with itemized receipt.
- Passport and visa fees, with receipt
- Currency exchange fees
- Taxi/Shuttle Services
- Taxi/Shuttle tips up to 15%
- Parking
- Tolls

Incidental charges \$25 and under do not require receipts unless purchased with a T-Card or otherwise noted.

### **Personal Travel (do not use T-Card)**

When combining business & personal travel, obtain printed estimates from vendors based on regular business travel dates, times & destinations. Acquire these estimates at time of purchase and submit with expense report.

## FOREIGN TRAVEL

- Review U. S. Department of State’s List of State Sponsors of Terrorism and Foreign Travel Advisories before making travel plans.
- Travelers should enroll in U. S. Department of State’s STEP Service for safety updates & emergency contact information.
- Flights purchased from federally funded projects must follow “Fly America Act”.
- Meals and lodging are reimbursed up to the maximum U. S. Department of State’s Per Diem Rates excluding incidentals.
- Itemized, paid hotel receipts are required. Lodging will only be reimbursed up to the amount paid not to exceed the U. S. Department of State’s lodging amount.
- The standard \$80 daily per diem rate, in lieu of reimbursement for lodging and meals, applies.
- Incidentals are reimbursed in the same manner as domestic incidentals.

### CONFERENCE REGISTRATION

Registration fees require:

- Proof of payment
- Breakdown of charges
- Copy of registration form
- Copy of agenda including meals provided.

### TRAVELERS WITH DISABILITIES

- Additional expenses incurred by travelers with disabilities are reimbursed to the extent that the expenses were reasonable & necessary to ensure safety of individual.
- Individual must have an ADA accommodation on file with FSU Human Resources.