



Office of the Controller Travel & Other Expenses Manual

(Updated May 2017)

Office of the Controller

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A. Introduction

The Florida International University Travel and Other Expenses Manual provides direction and guidance for employees and non-students who undertake travel on behalf of the University in accordance with the University Travel Expense Policy. This manual has been prepared to familiarize University employees and others with the travel provisions of Florida Statute 112.061 and policies of Florida International University. It provides a quick reference to policies and procedures relating to the incurring and reimbursement of travel and other expenses.

Travel Expenses

B. Travel Authorization

An approved Travel Authorization (TA) is a traveler's permission to incur expenses and travel on behalf of the Florida International University. This includes FIU employees, FIU students and others who undertake travel on behalf of the University. It provides an estimate of cost for a trip. A Travel Authorization is always required when traveling to conferences, conventions, workshops, seminars, foreign travel, trips which require cash advance and non-vicinity travel. The Authorization must include all travel expenses that are known or can be projected before the trip. The payment of travel expenses using the procurement card or by the traveler is prohibited without an approved Travel Authorization (TA). One TA per travel period is required.

A travel period commences no earlier than a day before an event and concludes no later than a day after the event. When traveling to a foreign country, the travel period may include two (2) days prior or after the event depending on the destination. When a traveler, for his or her convenience, travels by an indirect route or interrupts FIU related travel, the additional expenses are the responsibility of the traveler.

Group/Team Travel

A Travel Authorization (TA) is created in the name of the faculty or staff member traveling with the group of students and who will be responsible for all expenses. The team/group leader may purchase meals for all students traveling. Such leader would be entitled to reimbursement for those students' meal allowances. Alternatively, students may request the meal allowance reimbursement, if those meals were not paid for by the faculty/staff traveling with them. Group/team travel may include: study abroad, the FIU band, athletic games, competitions, etc.

FIU Student Travel

Student travel in many instances is handled in the same manner as for faculty and staff:

- A Travel Authorization (TA) is entered in PeopleSoft under the student's name and (TA) approval is required before expenses are incurred.
- An Expense report (ER) is created after returning from the trip (no later than 30 days after completion) and submitted along with the receipts and any additional documentation.

Departments can also choose to pay for travel expenses directly, using a Departmental Travel Card or an Unencumbered Payment Form (these expenses also need to be included with the expense report).

FIU Students Receiving a Cash Payment for Travel or other Expenses:

There are substantial differences when a student is receiving a cash payment (award).

- The payment must be requested through the Office of Financial Aid.
- The payment will be treated as a travel stipend (scholarship) to the student and the student is not required to provide receipts to support the travel expenses.
- The Financial Aid link is attached for your convenience

<http://onestop.fiu.edu/financial-aid/contact-information/index.html#MMC>

C. Travel Cash Advance

An employee may request an advance to help defray out of pocket cost when traveling outside of the vicinity of the University. A Travel Authorization must be approved prior to a cash advance being issued. The maximum allowed for a cash advance is 80% of the expected out of pocket expenses not to exceed \$5,000.00. An employee is only allowed one (1) cash advance at a time. The maximum dollar amount allowed is \$5,000.00. All cash advance request that exceed \$5,000.00 must be explained using the Benefit to FIU or project section within PeopleSoft, and will be reviewed by the Office of the Controller. The Office of the Controller reserves the right to approve or deny based on the information provided and adherence to University policies and procedures. An advance will be approved for payment no earlier than ten (10) days prior to a trip and will not be issued after a trip has ended. Cash Advances should be resolved within ten (10) days after the completion of the trip. If a traveler does not resolve the Cash Advance within thirty (30 days) the traveler will not be allowed another Cash Advance for 12 months. If a cash advance is not resolved within sixty (60) days, the amount of the advance will be deducted from the employee's salary. Cash advances are only issued to FIU employees traveling on behalf of the University.

D. Common Carrier

All airfare upgrades (i.e. business, first class, etc.) must be approved in writing by the Chief Financial Officer (CFO) prior to purchasing airline tickets. Upgrades purchased without the CFO's approval will not be reimbursed. In the event that the University Credit Card was used, the cardholder or the traveler will reimburse the University. If the cost of a business/first class ticket is lower than an economy ticket, the CFO's approval is still required.

If a flight change occurs, the original and the revised itinerary must be submitted with the expense report to support any change fees or monetary changes in airfare. Justification for the change must be included with the supporting documentation.

Aircraft travel must be the most economical rate and class available which will normally be the economy/coach class. Airfare may be ordered through an on-line travel website (Travelocity, Priceline, Expedia, etc.), airline website or a travel agency.

A receipt for the airfare must accompany the expense report. The receipt may be a print out of the emailed flight itinerary, and must contain all of the following information:

- Name of traveler
- Dates traveled
- Times of flights
- Destination of departure and arrival
- Class of travel (coach or economy)
- Fare paid.

The receipt must clearly indicate that the ticket has already been paid for. Include receipts for any separate baggage charges with the receipt package. Travelers may not be reimbursed for airfare purchased using reward points or mileage memberships.

When traveling to and/or from foreign countries, travelers are required to use United States

air carriers when the airfare is funded by the U.S. government in accordance with the Fly America Act. Federal funds are identified by any project Id# using fund codes 660 & 661. FIU does not enforce this requirement when non-federal funds are used. This applies when commercial air transportation is used between the United States and a foreign country or between foreign countries. Cost savings, convenience or personal preferences are not exceptions for using a non U.S. flag carrier. For more information on carrier exceptions and the Fly America Act, see the website <http://www.fic.nih.gov/funding/grantsinfo/travel.htm>.

The use of personal planes for University business is not reimbursable due to increased liability and administrative cost issues.

Penalties for cancellation of discounted airline tickets may be paid only if the cause for cancellation is in the best interest of the University. The cost of unused, nonrefundable tickets, or cancellation penalties incurred are allowable for the convenience of the University. If the traveler has to cancel a trip due to illness of the traveler, or death of a member of the traveler's immediate family, for which an employee is authorized to use sick, bereavement or administrative leave, the cost incurred for the cancellation is reimbursable. Appropriate justification must be submitted in writing. The standard for non-employees is the same as for employees. If a ticket is canceled for the convenience of the traveler, the cancellation penalty may not be reimbursed. Carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets.

E. Hotel Accommodations/Lodging

Hotel rooms must be paid at the single occupancy rate. The most economical means must be utilized. The traveler is responsible for making appropriate arrangements with hotels for the rental of rooms. The traveler's personal credit card or T&E card may be used when making hotel reservations, after a Travel Authorization (TA) has been approved. The University can only make direct payments to hotels for room accommodations prior to the trip if either a savings to the University can be justified or team/group travel is required.

Rates

The most economical means should be considered. Justification is required if the hotel rate is in excess of \$200. However, no justification is required, even if the hotel rate exceeds \$200, if the rate complies with the GSA or DOD (Department of Defense) rates. Additionally, if the stay is at the "official" hotel of a conference/convention, and the rate claimed is less than or equal to the stated conference/convention rate, justification is not needed.

If the University has an agreement with a hotel, and the contracted rate is used, justification will still be required if the rate exceeds \$200 and the GSA or DOD rate.

The University uses the U.S. General Services Administration (GSA) domestic maximum lodging as the reference rate for all hotel accommodation in the continental United States. The GSA website is <http://www.gsa.gov/portal/content/104877>. When the city of ultimate destination is not listed on the GSA website, the reference rate will be the standard CONUS GSA rate for all destinations not specifically listed.

The Department of Defense (DOD) maximum lodging should be used as the reference rate for non-continental United States as well as U.S. territories and protectorates. The DOD website is <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. The Department of State (DOS) is used for the maximum lodging allowed for travel to foreign countries. When traveling to a foreign country travelers should read the appropriate U.S. Department of State advisories before beginning travel to a foreign destination and exercise prudence when traveling to a foreign count. The DOS website is http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

Travelers Share a Hotel Room

Each employee traveling is responsible for their own hotel charges. However, there are circumstances that arise while on a trip when a traveler may need to pay for a co-traveler's hotel room. In these instances the traveler and co-traveler need to properly record the appropriate information in the travel module so that the travel cost can be associated with the traveler and co-traveler. The traveler paying the hotel bill shall request reimbursement for the total amount on his or her travel reimbursement request. The traveler whose hotel bill is being paid must file an expense report and state on his expense report "hotel room compliments of John Doe". Also list the expense report ID of the traveler who paid the hotel bill. The maximum room rate must be in accordance with the University's policy.

Travelers Split Hotel Room Bill

If two travelers share a hotel room and split the bill, each traveler may claim one-half of the hotel bill on his/her travel reimbursement request. They must obtain separate hotel folios indicating individual payment.

Vicinity Travel Lodging

A traveler may not claim per diem or reimbursement for lodging for vicinity travel unless extraordinary circumstances that necessitate the overnight travel are fully explained by the traveler and approved by the University Controller in writing prior to the expense being incurred. Criteria for approval shall include late night or early morning job responsibilities.

F. Auto Transportation

Rates

Florida International University uses the State of Florida contract with Enterprise and National for the rental of vehicles. This contract is only applicable for renting from Enterprise and National in the continental U.S. The FIU corporate ID number is XZ41D69. If an individual traveling on behalf of FIU chooses another rental agency, the traveler will be reimbursed at the rate of the State contract. If an employee is forced to rent from another rental agency, written justification must be provided with the expense report. For rentals other than the Enterprise or National contract, the excess cost may be required to be reimbursed to the University, unless adequate written justification is provided if the rental was paid with a University Credit Card. The rental rates for Enterprise and National are located at [Enterprise/National Pricing List](#).

To make a reservation, call 1-877-690-0064 and reference account ID XZ41D69 or visit: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=FLINTER2

Gas will be reimbursed for auto rentals and University vehicles only to the driver of the vehicle. Submit gas receipts with the Travel Expense Report as an incidental expense type.

Class of Car Allowable

Rental is restricted to a compact (Class B) vehicle unless traveling with multiple travelers, traveling with extra equipment or excess baggage when the car is shared with other travelers. The traveler must provide written justification for renting a larger vehicle.

If traveling with others, include a list of the other passengers with their respective Travel Authorization and /or Expense Reports numbers. If traveling with equipment or extra baggage, provide a detailed list and explanation. Include information with the receipts submitted with the Expense Report.

Travelers will not be reimbursed for use of a car larger than the B-car class on the rental car contract because of the size or stature of the individual unless the requirements of the American Disabilities Act (ADA) are met.

Sales Tax / Surcharge Fees

All rates should exclude State of Florida Sales Tax and surcharges (Sales tax from another state is allowed).

Drivers under the age of 25

Most car rental companies have strict guidelines regarding renting to drivers under the age of 25. The State contract provides that any state employee age 18 to 25 can rent a car for business purposes from Enterprise or National but they must have the following:

- Their rental billed directly to the Agency or State PCard (authorized signer or the credit card presented for rental payment).
- Rental must be in the name of the party renting the vehicle. Authorized additional drivers are business associates. All authorized additional drivers must be 25 years of age or older.

Non-Reimbursable Automobile & Insurance Expenses

The University will not reimburse for any class of vehicle not authorized by the University Travel Expense Policy. Additionally, the University will not reimburse for Personal Liability Insurance, ALI: Additional Liability Insurance, LDW: Loss Damage Waiver Insurance and PAI: Personal Accident Insurance or any additional insurance. If the State contract is not used, Collision Damage Waiver (CDW) is the only insurance allowed.

Taxi and Other Carriers

Taxi, Uber, Lyft or shuttle fares in excess of \$25 per occurrence require a receipt. The most efficient and economical means of travel should be used. This considers the traveler's time, impact on the productivity of the traveler, and cost of transportation.

Damaged Vehicles

Before driving away from the rental premises, the traveler should examine the car to make sure it is not damaged. If the car is damaged, the traveler should notify the rental company and request another car or a written statement from a representative of the company acknowledging that the car was damaged when delivered to the traveler.

Seatbelt Use

All occupants of state rented vehicles are required by law to use seat belts while traveling in the vehicle. Failure to use seat belts may result in disciplinary action or reduced worker's compensation benefits in the event of an accident.

Accident Reports

All accidents are to be reported to the car rental company. Any forms or reports prepared by the police or car Rental Company should be turned in to the FIU Insurance Manager who can be reached at (305) 348-6970.

Use of Private Automobiles

Authorization may be granted for the use of privately-owned vehicles to conduct official travel. Travelers using their own automobiles are reimbursed for the official mileage between the cities traveled and are entitled to a mileage allowance at a fixed rate. The traveler is not entitled to a mileage allowance when transported gratuitously by another person.

Use of FIU Automobiles

Employees may be reimbursed for gas, parking and tolls when conducting official FIU business. The vehicle number and/or vehicle log must be included with the expense report.

G. Travel Expense Report/Reimbursement

After returning from a trip or incurring an expense, reimbursement is made by completing an expense report with accompanying receipts. The expense report must be submitted within ten (10) days after the completion of the trip or incurrance of the expense. All expense reports over ninety (90) days old that have not been finally processed will be deleted from the system by the Travel and Expense staff. Expense reports that do not meet the University's guidelines for reimbursement may be required to be paid through the payroll system and reported as income. The Expense Report must list all expenses associated with the trip, whether paid directly by the University or reimbursable to the traveler.

If expenses are split between the University and an outside organization, it is required that the expenses paid or provided by an outside organization be reported in the form of a comment on the Expense Report or memo included with the Receipt Package. In most cases, the Expense Report will be pulled from the preexisting Travel Authorization and modified as needed before

submission. The Expense Report must be signed by the employee whose name appears at the top of the document. If the expense report is created on behalf of a non-employee (candidate, speaker, etc.); the non-employee will not sign the report. The printed report along with all supporting documentation must be either uploaded in a PDF file and attached to the system report, or faxed to the ImageNow server at (305) 348-1355 for imaging. If a University Credit card or Purchase Order was used to pay for expenses, it must be annotated on the receipts prior to uploading or faxing. University Credit Card items must be listed on the expense report and marked as non-reimbursable. All visible barcodes on receipts must be completely blotted out to prevent imaging errors when documents are faxed in Image Now.

Mileage

The traveler must use the most direct route. If the traveler uses an indirect route for his/her convenience, any extra cost must be borne by the traveler. Mileage shall be shown from the point of origin to the point of destination. Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location. The current mileage rate is 0.445 per mile for official travel using a privately owned vehicle.

Mileage reimbursement should be requested on the expense report. All mileage claimed must be substantiated. The traveler must substantiate the mileage reimbursement using a mapping website such as MAPQUEST or the State of Florida DOT. The mapping website must include the beginning and ending addresses of the trip. Reimbursement for mileage must be submitted at least quarterly. Mileage will not be reimbursed if the date(s) claimed are over ninety (90) days old.

Non Reimbursable Items

Gas, costs of operation, maintenance and ownership of a privately-owned vehicle are the responsibility of the traveler and are not eligible for reimbursement. Similarly, fines imposed for traffic or parking infractions are the traveler's responsibility.

Classes of Travel

The University utilizes the per diem and meal allowance rates adopted in Florida Statute, Section 112.061. Travelers on Class A or B travel are entitled to travel expense reimbursement and have two alternatives either the Flat Per Diem Rate or Per Diem Meal Allowance.

For purposes of calculating the per diem and subsistence allowances provided in Section 112.061(6), F.S., and the following guidelines are prescribed:

1. Class A travel is continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight).
2. Class B travel is continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B travel begins at the same time as the travel period.
3. Class C travel is short or day trips in which the traveler is not away from his/her official headquarters overnight.

Class C allowances have been reviewed by the State Legislature, and are currently NOT to be

reimbursed to travelers.

Entertainment Expenses

Entertainment expenditures must be reasonable, prudent, appropriate to the occasion and consistent with the University's mission. Entertainment expenses are allowed for hosting FIU speakers, candidates, official visitors, etc. These transactions include expenses related to entertainment when the purpose of event is to recruit individuals or directly promote the University. Fundraising events shall utilize Direct Service Organization (DSO) funds. "Designated University Officials" may include deans, vice presidents, development officers, senior administrators and other employees who have been asked to serve in a host capacity. The types of charges may include:

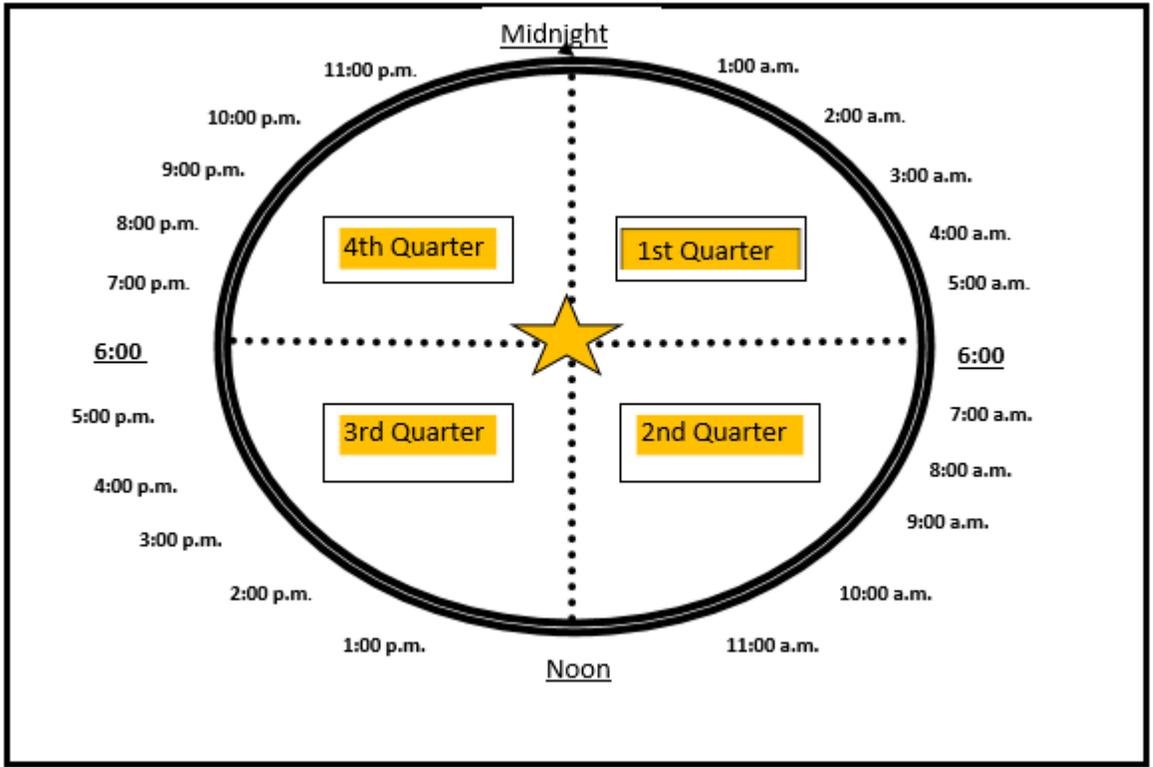
- Food and/or beverages (excluding alcohol)
- Business or entertainment meals
- Employee recruitment meals
- Event admission
- Flowers (HR TLC Brigade Program only)
- Athletic Team recruitment meals

These transactions will require detailed receipts and documentation to support the need for the expenditure, a list of attendees, agendas, detailed receipts, a statement of the business purpose and any additional information to support the expenditure. This documentation will be submitted with the completed expense report.

Flat per diem rate

Per Florida Statute, a Flat Per Diem may be claimed for any domestic or foreign travel in lieu of claiming actual lodging receipts and daily meal allowances. The \$80 daily rate is intended to compensate those travelers that do not claim actual lodging and meal expenses. A Flat Per Diem can be claimed when a traveler is unable to provide actual receipts for lodging. The Flat Per Diem cannot be claimed in conjunction with any actual lodging or meal claims for the same day.

To calculate Per Diem the travel day is divided into four quarters at \$20 each. The traveler should claim \$20 for each quarter during which he or she is traveling. For instance, the traveler departing on a trip at 5 a.m. is traveling during all four quarters on the first day and will claim \$80. The traveler returning from a trip at 10:30 a.m. will claim \$40 for the last day, since travel occurred only during two quarters. Travelers may claim flat per diem for the last day of travel considering there will be no hotel charge. This amount is normally more than claiming only the meal allowance for the last day. Please refer to the clock:



There is no Flat Per Diem reimbursement for one day travel not involving an overnight stay.

Meal Allowance (Domestic travel)

A meal allowance cannot be claimed in addition to the flat per diem rate. The following meal allowance is allowed for travel in the continental U.S. its territories and possessions.

Domestic Meal Rate Table (Continental and Non-Continental US)			
The meal allowances are reimbursed based on the following criteria:			
<u>Meal</u>	<u>Rate</u>	<u>Travel Begins prior to</u>	<u>Extends beyond</u>
Breakfast	\$6.00	6:00 am	8:00am
Lunch	\$11.00	Noon	2:00pm
Dinner	\$19.00	6:00pm	8:00pm
Total Rate per day	\$36.00		
Note that the meal allowance should not be claimed when the meals are provided by the host location (i.e. seminar that provides lunch to participants).			

Class “C” Meals Are Not Reimbursable – Class C Travel is a trip which is less than 24 hours with no overnight stay. There is no meal allowance. Travelers are allowed two hours prior to the departure time of their flights for domestic travel and three hours prior to the departure time of their flights when traveling to foreign countries. This allows time for the necessary airport security checks and boarding.

Vicinity Travel Meals

A traveler may not claim per diem or reimbursement for meals for vicinity travel unless extraordinary circumstances that necessitate the overnight travel are fully explained by the traveler and approved by the University Controller in writing prior to the expense being incurred. Criteria for approval shall include late night or early morning job responsibilities.

Meal Allowance (Foreign Travel)

The meal allowance for foreign travel does not start until the traveler arrives in the city of the country of destination. The flight time in route and layovers are paid at the domestic meal rate. When traveling to multiple cities within a country on FIU business, or to another country; the traveler should claim the meal allowance in each city/country of business travel.

Employees on Travel Status over 30 Continuous Workdays

When an employee is stationed in a city or town for a period of over thirty (30) continuous workdays, such city or town shall be deemed to be their official headquarters. They shall not be allowed per diem or subsistence after the period of thirty (30) continuous workdays has lapsed, unless extended by prior approval of the Divisional Vice President or his or her designee. A University employee on travel status may leave his assigned post to return home overnight, over

a weekend, or during a holiday. However, any time lost from his regular duties shall be taken as annual leave and authorized in the usual manner. He shall not be reimbursed for traveling expenses in excess of the established rate for the per diem allowable had he remained at his assigned post.

Registration Fees

Registration fees may be paid by the traveler, Accounts Payable, the Department Travel Card or on the Travel and Entertainment VISA Card (T&E Card). An agenda must be submitted with the expense report for all travel to conferences, conventions, workshops and seminars. For payments through accounts payable the following documents should be submitted at least three (3) weeks prior to the due date of the registration fee:

- An approved Travel Authorization (TA)
- An unencumbered payment E-form
- A copy of the completed registration form
- After the trip the registration fee should be included on the expense report.

Registrations for, or inclusions of, events such as luncheons, awards ceremonies, or banquets may be allowable with an explanation as to how it will directly enhance the public purpose of Florida International University. If applicable, an agenda and itemized costs must be included as supporting documentation.

Membership Dues

Public funds may be used for the purpose of paying professional institutional/organizational membership dues, provided that the membership is essential to the duties and responsibilities of the institution or organization. Individual memberships are not reimbursable unless there is written certification by the organization stating that it does not accept institutional memberships. Individual memberships also must be essential to the statutory duties and responsibilities of the individual. **Do not include** departmental/organizational memberships that are paid on an expense report.

Communication Expenses

Communication expense incurred while conducting University business require a receipt. These items may include telephone use, computer use, or a fax document.

Traveling with Equipment

When traveling with equipment, check with the Office of Sponsored Research or University Compliance Office before traveling with equipment outside of US to avoid any export licensing issues. Best practice for international travel with a laptop is to not have specialized software installed and to not contain unpublished data or research.

Receipt Requirement

Receipts must document the transaction information. Accurate and detailed records of purchases allows the FIU Travel Department, FIU, State and Federal auditors to verify and audit the purchases for compliance with University, State and Federal policy, statutes, rules

and regulations. All receipts/invoices must contain the following information:

1. Vendor Name and Address
2. Transaction Date
3. Description of the transaction (hotel folio, flight information or a list of items being purchased).
4. Unit costs for items purchased
5. Itemized items
6. Total amount paid
7. Proof of payment

All of the information on the receipt must be clear and legible and must include all of the required information. Transactions with a greater financial risk to the Institution may require a greater documentation standard than lower value financial transactions. Low risk transactions are generally defined as transactions under \$100, charges which appear reasonable in nature and charges that have additional support. High risk items generally have a high dollar value or are unusual in nature. Additional documentation may be required.

Receipts in Foreign Language and Currency

When preparing the Travel Expense Report, amounts will be entered in U.S. dollars. If receipts are in a foreign language and currency, each item must be identified and the rate of exchange for conversion to U.S. dollars (USD) must be submitted with expense reports. The applicable USD exchange rates are those rates which are in effect the day the transaction occurs, for example the day a hotel bill is paid. A traveler can be reimbursed for foreign currency exchange fees that they are charged. Oanda can be used to convert foreign currency.

The website is <http://www.oanda.com/currency/converter>.

Expenses that Require Receipts

The following information shall be required with the traveler's reimbursement request when claiming reimbursement or accounting for prepaid items by the University:

1. Taxi fares in excess of \$25 per occurrence.
2. Storage, parking fees or tolls in excess of \$25 per occurrence. Such fees are not allowed on a weekly or monthly basis unless it can be established that such method results in a savings to the State.
3. A statement that communication expenses were business related. This includes fax charges.
4. Dry-cleaning, laundry and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
5. Passport and visa fees required for official travel.
6. Necessary fees charged to purchase traveler's checks for official travel expenses.
7. Fee charged to exchange currency necessary to pay official travel expenses.
8. Costs of maps necessary for conducting official state business.
9. Receipts or canceled checks for registration fees paid by the traveler.

Please note: personal telephone calls made to a traveler's family are not a reimbursable communication expense. Employees who frequently travel should request a phone allowance.

This link provides further information:

http://hr.fiu.edu/index.php?name=cellular_phone_allowance.

Expenses that do not require receipts

1. Tips paid to taxi drivers that do not exceed 15% percent of the taxi fare.
2. Tips paid for mandatory valet parking not to exceed \$1 per incident.
3. Portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. Portage charges exceeding \$5 per incident will require additional justification. Examples of an incident will be if the traveler's bags are taken into the airport from the vehicle, then are carried from the airport to the vehicle upon reaching the destination, etc. The number of bags must be included on the travel reimbursement request.
4. Photocopy charges that are business related and less than \$25.

Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable from public funds.

Missing Receipts

If the employee does not have a receipt for a transaction, an attempt should be made to obtain a copy of the receipt from the merchant. If a receipt cannot be obtained from the merchant, then complete a Lost Receipt Form and submit the form with the expense report. The Lost Receipt Form must contain a detailed description and pricing of all items received, along with proof of payment (credit card or bank statement). The Lost Receipt Form must be signed by the payee, approved by a unit approver with budget authority and dated. Excessive use of the Lost Receipt Form is not acceptable.

Travel Expenses Funded by Multiple Departments

When expenses for a given trip are shared by multiple departments, only one Travel Authorization and Expense Report should be submitted. Traveler will enter multiple accounting detail lines to split the trip by percentage, or separate accounting details for expense types to split the trip by expense and dollar amount. The chart fields entered will determine the overall portion of the trip or the specific expenses that are paid by each department. If the information is being entered by a delegate rather than the traveler, representatives from the respective units will need to collaborate before and during submission of the Travel Authorization and Expense Report to ensure that the delegate enters all necessary information.

Travel Expenses not Reimbursed by the University

It is not required for any expense which is complimentary (paid or provided by a party other than the University or the Traveler) to be included in the Travel Authorization. It can be noted in the comments section of the Travel Authorization if one is prepared for additional expenses.

If emergency travel is required that prohibits prior entry of a Travel Authorization into Panther Soft, a memo is required indicating the details of the travel and the circumstances that prohibited adherence to the normal authorization process, including evidence that the situation was out of the Traveler's control. This memo should be signed by the employee, the employee's Supervisor and the appropriate Vice President. The notation "Post-Travel Authorization Memo attached" should be entered into the comment field of the Expense Report page in the Travel Module. The Post-Travel Authorization Memo must be included with the Receipt Package that is submitted to the Travel Department with the Expense Report.

When a payment reimbursement request is made for travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S. and such excess travel expenses were incurred to permit the safe travel of an individual with disabilities, those excess expenses will be paid to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All claims for reimbursement shall be submitted in accordance with the instructions in the "Americans with Disabilities Act".

American with Disabilities Act (ADA)

When a payment, which would not otherwise be a lawfully authorized use of University funds, is requested pursuant to the American with Disabilities Act (ADA), the payment request shall include a signed statement from the agency head or designee certifying that:

1. An employee of the University, an applicant for a position or other covered person has requested a "reasonable accommodation" pursuant to ADA to assist him/her in performing his/her duties, applying for a position or other covered activity.
2. The University has determined that the individual is a "qualified individual with a disability" as defined in the ADA.
3. The University has determined that the purchase of the item in question is a "reasonable accommodation" pursuant to ADA for that employee, applicant or person.
4. The University will maintain all records related to this purchase for seven years and make those records available for review to those persons authorized to review such records.

The ADA provides that records related to an individual's disability must be kept confidential; therefore, payment information related to providing a "reasonable accommodation" shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the agency. For questions contact the Equal Opportunity Program & Diversity (EOPD) at (305-348-2785).

Travel Expenses for Non-Employees/Non-FIU Students

When the University pays travel expenses incurred by independent contractors, consultants or other non- employees, the expenses may be paid either as part of the contractor's flat service fee (all-inclusive) or the agreement may stipulate travel costs to be paid as separate reimbursable expenses. In the latter case, the travel reimbursement is made via a Reimbursement of Travel Expenses for Non-Employees Payment Form, in addition to an expense report created on behalf of the non-employee.

Non-Travel Expenses

Non-Travel Expenses

Non-travel expenses are those expenses reimbursable to employees that make emergency purchases, represent or entertain on behalf of the University. The University's procurement system must be utilized to the fullest extent for the operation of FIU. The Purchasing Services and the Credit Card Solutions department serve as the primary procurement solution for the acquisition of equipment, furnishings, and supplies.

Entertainment Expenses

Entertainment expenditures must be reasonable, prudent, appropriate to the occasion and consistent with the University's mission. Entertainment expenses are allowed for hosting FIU speakers, candidates, official visitors, etc. The maximum amount allowed for tips on entertainment meals is twenty (20%) percent. These transactions include expenses related to entertainment when the purpose of event is to recruit individuals or directly promote the University. Fundraising events shall utilize Direct Service Organization (DSO) funds. "Designated University Officials" may include deans, vice presidents, development officers, senior administrators and other employees who have been asked to serve in a host capacity. The types of charges may include:

- Food and/or beverages (excluding alcohol)
- Business or entertainment meals
- Employee recruitment meals
- Event admission
- Flowers (HR TLC Brigade Program only)
- Athletic Team recruitment meals

These transactions will require detailed receipts and documentation to support the need for the expenditure, a list of attendees, agendas, detailed receipts, a statement of the business purpose and any additional information to support the expenditure. This documentation will be submitted with the completed expense report.

Receipts must document the transaction information. Accurate and detailed records of purchases allow the FIU Travel Department, FIU, State and Federal auditors to verify and audit the purchases for compliance with University, State and Federal policy, statutes, rules and regulations. All receipts/invoices must contain the following information:

1. Vendor Name and Address
2. Transaction Date
3. Description of the transaction (hotel folio, flight information or a list of items being purchased).
4. Unit costs for items purchased
5. Itemized items
6. Total amount paid
7. Proof of payment

All of the information on the receipt must be clear and legible and must include all of the required information. Transactions with a greater financial risk to the Institution may require a greater documentation standard than lower value financial transactions. Low risk transactions are generally defined as transactions under \$100, charges which appear reasonable in nature and charges that have additional support. High risk items generally have a high dollar value or are unusual in nature. Additional documentation may be required.

Missing Receipts

If the employee does not have a receipt for a transaction, an attempt should be made to obtain a copy of the receipt from the merchant. If a receipt cannot be obtained from the merchant, then complete a Lost Receipt Form and submit the form with the expense report. The Lost Receipt Form must contain a detailed description and pricing of all items received, along with proof of payment (credit card or bank statement). The Lost Receipt Form must be signed by the payee, approved by a unit approver with budget authority and dated. Excessive use of the Lost Receipt Form is not acceptable.

H. Non Allowable Expenses

The following list, which is not all-inclusive, represents some travel expenses that are not reimbursable. If this manual does not provide specific guidance for reimbursement of an expense, or if the expense does not provide a direct benefit to FIU; the decision to reimburse is entrusted to the Office of Controller to ensure that the use of public funds are adhered to within University policy:

- Any purchases that do not provide a direct benefit to FIU
- Alcoholic beverages
- Airline Upgrades, (CFO approval required)
- ATM and bank fees
- Cancellation charges (unless justified)
- Childcare costs
- Cell phones and computers
- Compensation
- Credit card late fees and/or interest charges
- Expenses for non-business related activities such as sightseeing or entertainment
- Expenses incurred by spouse or family
- Extra baggage charges for personal items, i.e. golf clubs or skis
- Furniture
- Gift Cards
- Hotel Safe (only allowable if mandatory by hotel)
- Laundry, cleaning, pressing expenses for trips of six days or less
- Professional license, certifications, renewals, etc.
- Lodging/meals within 50 miles of headquarters or home (unless approved by the University Controller)
- Lost or stolen cash or personal property
- Meal per diem, when meals are included in the cost of registration

- Memberships
- Mileage from home to headquarters or headquarters to home
- Mini Bar Charges
- Movies in hotel/motel room
- Notary fees/Notary renewals
- Parking expenses at assigned workplace
- Parties (holiday, retirement celebrations, potlucks, etc.)
- Personal insurance on rental vehicles
- Personal phone calls, including calls home
- Personal plane use
- Pet care costs
- Phone Plans
- Repairs, maintenance, towing service, etc. for personal vehicles
- Room service
- Software (including other technology items)
- Supplies associated with the business activities of a trip costing more than \$100
- Tips for maid services
- Traffic citations, parking tickets, and other fines
- Travel insurance, hotel insurance, medical insurance
- Tuition

I. Definitions

1. Authorized Person Other Than University Employee - An individual other than a University employee who is authorized to travel in the performance of official University duties. Some examples are:
 - A potential student as in recruitment
 - A candidate for a University position
 - A University consultant or advisor
2. Class A Travel - (Per Diem Reimbursement) - Continuous travel of more than twenty-four (24) hours away from official headquarters.
3. Class B Travel - (Per Diem Reimbursement) - Continuous travel of less than twenty-four (24) hours, which involves overnight absence from official headquarters.
4. Class C Travel – Travel for short trips not requiring overnight absence from official headquarters. Class C travel is not reimbursable by FIU.
5. Common Carrier - Train, bus, or commercial airline operating scheduled flights.
6. Complimentary Expenses – Expenses that are of no direct or indirect cost to the University. These expenses are not reimbursable.
7. Complimentary – term for “payment” method when an expense is paid for, or otherwise provided, by an organization or entity outside the University, by virtue of the Traveler’s business activities or employment.
8. Conference Hotel – the hotel where the conference, convention, workshop or seminar is held. A neighboring hotel “suggested” by event organizers does not necessarily constitute the Conference Hotel.
9. Convention - an assembly of a group of persons coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of agency or interagency personnel.
10. Disbursement - the payment for expenditure.
11. Domestic Travel – travel within the contiguous United States, Alaska, Hawaii, and the U.S. territories and possessions.
12. Emergency Travel – travel that must commence with less than twenty-four (24) hours’ notice to the Traveler.
13. Expense Report – Report used to record and reimburse expenses incurred on behalf of FIU.
14. Foreign Travel – travel outside the contiguous United States, and its territories and possessions.
15. Group Travel – A University faculty or staff member traveling with a group of students (Study Abroad, Moot Competition, etc...)
16. Most Economical Class Of Transportation - the class having the lowest fare and most economical class available.
17. Most Economical Method Of Travel - the mode of transportation (state owned vehicle, privately-owned vehicle, common carrier, Uber, Lyft, taxi, etc.) designated by an agency head in accordance with criteria prescribed by Section 112.061(7), F.S.

18. Non-Business Day - for a public officer or employee, a weekend or an authorized state holiday; for an authorized person it means a day on which such person was not scheduled to be performing service or contributing time to an agency.
19. Personal Time - the time outside the regular work hours of a business day, a non-business day or a day for which the officer or employee had prior approval for a leave of absence.
20. Preferred Vendor – a merchant that has an established contract with the state and/or University for goods or services. Preferred Vendors should be used by any Employee requiring that merchant’s service for travel.
21. Official Headquarters - The city or town nearest to the area where the majority of an employee's work is performed or another city or town designated by the University president in the best interest of the University.
22. Portage – assistance in carrying or transporting the traveler's luggage and/or materials.
23. Receipt Package – the collection of expense receipts and any other required documentation which is faxed to the ImageNow server.
24. Team Travel – A University faculty or staff member traveling with an athletic team, debate team, etc.
25. Traveler – the following may be considered allowable University travelers when performing authorized travel: 1) both full-time and part-time employees, and students of FIU; 2) Candidates, speakers, etc.
26. Travel Authorization (TA) – The official travel authorization form required to secure approvals and encumbering the funds for any University related business trip.
27. Travel Expense – authorized travel expenses of travelers, limited to those expenses necessarily incurred by them in the performance of a University purpose. All travel expenses must be allowable within the scope of these directives and procedures.
28. Travel Expense Report – The official travel form requiring completion and submission to the University Controller's Office within ten (10) days after the conclusion of the travel period. This form substantiates University paid travel expenses and represents the traveler's request for reimbursement of expenses.
29. Travel Period – a period of time between the time of departure and time of return to a traveler’s headquarters vicinity. Travel period commences no earlier than a day before an event and concludes no later than a day after the event. When traveling to a foreign country, the travel period may include two (2) days prior or after an event depending on the location.
30. University – Florida International University (FIU).
31. University Employee - An individual employed by Florida International University who is authorized to travel in the performance of official University duties.
32. Vicinity Travel – Travel within 50 miles one-way of the traveler’s official headquarters.

J. Helpful websites

- University Travel Expense Policy: <http://policies.fiu.edu>
- Travel & Expense Procedures Manual: <http://finance.fiu.edu/controller>
- Florida Statute 112.061: <http://www.leg.state.fl.us>
- U.S. GSA (Continental United States): <http://www.gsa.gov>
- U.S.DOD (Non-continental United States/Territories/Possessions):
<https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>
- U.S. Department of State Foreign Per Diem Rates: <http://aoprals.state.gov>
- OSRA Policy – Travel on a Sponsored Project
http://policies.fiu.edu/record_profile.php?id=358
- Foundation Inc.: <http://foundation.fiu.edu/docs/contact.htm>
- [AppendixBtoChapter301\(Foreign Meal Breakdown\)](#)
- [QandaCurrencyConverter](#)
- Florida Department of Management Services (Enterprise/National)
- [Florida Department of Transportation](#)
- [MapQuest](#)
- Reference Guide for State Expenditures:
http://www.myfloridacfo.com/aadir/reference_guide/Reference_Guide_For_State_Expenditures.pdf