

## Non-Employee Travel Authorization and Reimbursement

The process outlined below has been implemented in the short term until a long term solution is finalized and approved for travel reimbursement for non-employees and students.

### a) **Creating a Travel Authorization**

- i. A Travel Authorization (TAR) must be created for all non-employees and students.
- ii. The TAR must be created under the Panther Id of the travel liaison of the department (this is typically the person in charge of the Group Travel Card).
- iii. Please include the following under the comments section of the TAR:
  1. The non employee or student name and address
  2. The relevant Panther ID if it exists
  3. Also note that the TAR is being completed on behalf of the non-employee or student, and any other pertinent information

### b) **Expense Reimbursement: Out-of-Pocket Expense**

- i. Fill out an “Unencumbered Payment Form” referencing the TAR with all necessary receipts
- ii. In addition to the unencumbered form, an expense report must be created by copying the original TAR under the Travel Liaison’s Panther Id, and code all items on the expense report as ‘non-reimbursable’. This will release the encumbrance created by the original TAR.
- iii. The Expense Report barcode page, receipts, and the ‘Unencumbered Payment Form’ should be faxed to extension 7-1355 so that all documentation for the travel is properly maintained for future audits.

### c) **Expense Reimbursement: Expenses Paid Directly by FIU using the Group Travel Card**

- i. Expenses paid by FIU using the Group Travel Card have to be approved via the Purchasing module. The TAR # must be referenced on the Group Travel Card charge when reconciled and approved.
- ii. An expense report must also be filled out and be created by copying the original TAR, under the Travel Liaison’s PantherId, and all items on the Expense Report must be coded as ‘non-reimbursable’. This will release the encumbrance created by the original TAR.
- iii. The Expense Report barcode page, along with receipts should be faxed to extension 7-1355 so that all documentation for the travel is properly maintained for future audits.