FIU TRAVEL & OTHER EXPENSES MANUAL

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Introduction

The Florida International University (FIU) Travel and Other Expenses Manual offers comprehensive guidance for employees, students, and other individuals traveling on behalf of the University. It supports compliance with the University Travel Expense Policy and aligns with the travel provisions outlined in Florida Statute 112.061 and the FIU policies 1110.060 and 320.099.

This manual serves as a reference for the policies and procedures related to the incurrence and reimbursement of travel and related expenses. It is the responsibility of all travelers to review and understand the FIU Travel Manual—regardless of whether reimbursement is being sought—to ensure compliance with university requirements.

The Controller's Office provides support and direction to travelers to help ensure adherence to all relevant policies.

All University travel must be conducted using the most efficient and economical means available. Expense reports are reviewed and processed in accordance with applicable Florida laws and FIU policies and procedures. Travelers must provide appropriate receipts, documentation, or justifications to support reimbursement requests. When necessary, reimbursement amounts may be adjusted to meet statutory and policy requirements.

All travel is subject to prior approval, available budget, and cost center authorization. The manual does not guarantee reimbursement for all expenses, even if they are allowable under university or state policy.

Travel Authorization

General Guidelines for Travel Authorizations

An **approved** Travel Authorization (TA) is a traveler's permission to incur expenses and travel on behalf of Florida International University. **Without an approved travel authorization (TA), the payment of travel expenses on behalf of the University, using the procurement card, or by the traveler is prohibited.** This includes FIU employees, FIU students, and others who travel on the University's behalf. The Authorization must include all known or projected travel expenses, a descriptive business purpose, and the correct trip start and end dates, as well as the business destination(s). It must also provide an estimated trip cost.

A Travel Authorization is **always** required except for vicinity travel, **unless** traveling to a conference or convention **within the vicinity**, in which case an approved Travel Authorization is required (per Florida Statutes). One TA per travel period is required. Please note: Webinars and virtual events do not require Travel Authorization.

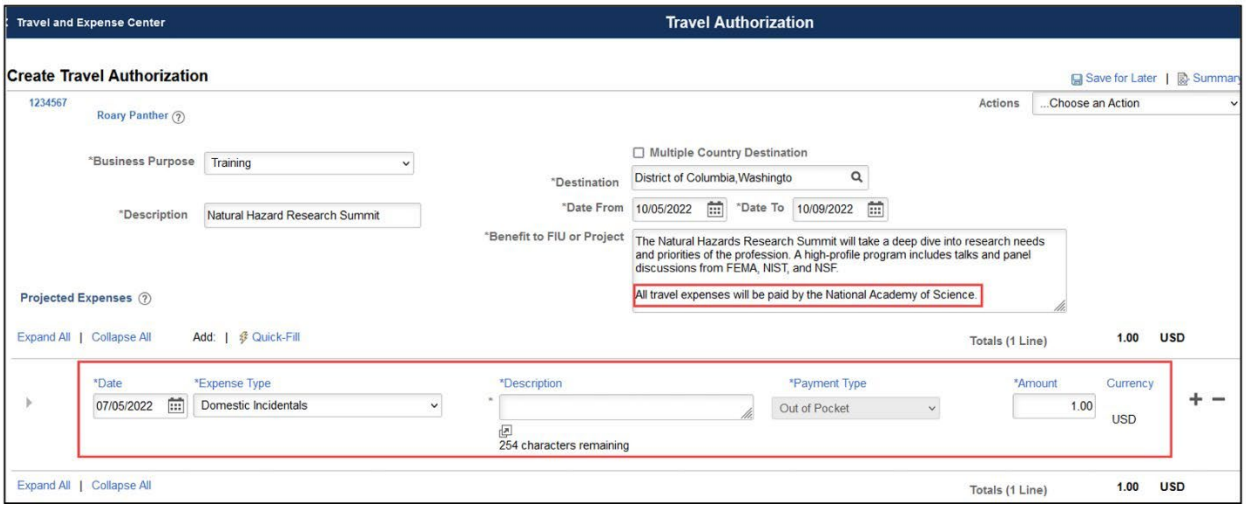
Complimentary Travel Authorization

Due to state reporting requirements, a complimentary Travel Authorization (TA) is required when:

- A third-party funds the travel expenses.
- The university will not incur any travel expenses.

A complimentary TA must include:

1. **TA Header Sections**
   - State the travel purpose.
   - Describe the benefit to the university.
   - Provide details explaining why no travel expenses are being incurred and identify the third-party entity covering those expenses.
2. **TA Expense Lines**
   At a minimum, include one of the following expense categories (not limited to these):
   - Hotel
   - Airfare
   - Registration
   - Incidentals
3. **Expense Amount Entry**
   - For any TA expense line funded by a third party or self-funded, enter the amount as **$1.00**.



Travel Authorization- Trip Extension Form

The Trip Extension Form allows travelers to extend the end date of an approved trip without creating a new Travel Authorization. This ensures compliance while reducing administrative burden.

Use this form when:

- Your trip's end date extends beyond the original **To Date** on the approved TA.
- Your TA is in **Approved** status.
- You are the **Traveler** listed on the TA.

Important Notes:

- **Only the Traveler may submit the form.**
- No approval workflow is triggered; however, email notifications will be sent to:
  - HR Supervisor or Expense/Project Manager
  - Office of the Controller – Travel Department
  - Supplemental Approvers (if applicable)

Group/Team Travel

FIU Faculty, Staff, Students

Travel Authorization Requirements

- A **Travel Authorization (TA)** must be created and approved **before** making any travel purchases for any student or non-employee traveling on behalf of the University.
- The TA must be in the **name of the faculty or staff member** responsible for all expenses.
- The **benefit area** of the TA must include:
  - The names of all travelers.

    - Each traveler's affiliation with FIU (e.g., prospective employee/candidate, student, collaborator, or speaker).
- This traveler list must also be **imaged with the supporting documentation** of the Expense Report.
- When traveling with multiple students or employees, a **Group Travel Template** must be included with the supporting documentation.

Meal Reimbursement

- The **team/group leader** may purchase meals for all students traveling and will be reimbursed for the students' meal allowances.
- Alternatively, students may request **meal allowance reimbursement** if the faculty/staff traveling with them did **not** pay for those meals.
- **Group/team travel** typically includes:
    - Study abroad programs
    - FIU Band
    - Athletic games
    - Competitions
    - Upward Bound Programs

Note: Students traveling on a **Study Abroad Program** will **not** be reimbursed for meals.

Travel for Donor/Sponsored Affiliation

In the case where the affiliation of the traveler is a donor, a donor's family member, or an employee of the sponsor or entity that provided the source of funding that is being used, the faculty/staff member responsible for the trip must work with their expense/project manager and contact the administrative staff in the Foundation or Office of Research and Economic Development (ORED) (based on the funding source being utilized) for guidance before making any travel arrangements. Any affiliation must be specifically disclosed to ensure there are no conflicts of interest which could adversely affect the viability of the trip. Any approved travel expenses or reimbursements for a donor, a donor's family member, or an employee of the donor must be processed through the Foundation (FIU02), not through the University (FIU01).

FIU Student Travel

A process has been implemented in the PantherSoft Financials System to allow the creation of travel and expense documents for FIU students, ensuring they are eligible to travel on behalf of the University. This enhancement streamlines the process of becoming a proxy for FIU students, facilitating timely travel arrangements and reimbursements. Click here to view the instructions.

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.
- After returning from the trip (no later than fifteen (15) business days after completion), an expense report (ER) is created and submitted along with the receipts and any additional documentation.
- Departments may pay for travel expenses directly using a Departmental Travel Card or an Unencumbered Payment Form (these expenses must also be included with the expense report).

FIU STUDENTS RECEIVING CASH PAYMENT FOR TRAVEL OR OTHER EXPENSES

- There are substantial differences when a student receives 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.
- Click here for the Financial Aid link.

Travel Expense Report Timeliness/Reimbursement

General Guidelines for Travel Reimbursement

After returning from a trip, reimbursement is made by completing an expense report with accompanying receipts. The expense report must be submitted within **fifteen (15) business days** after the completion of the trip. 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. Contact the Travel Accounting Manager (305-348-1141) for the Taxable Reimbursement Process instructions. The Expense Report must list all expenses associated with the trip, whether paid directly by the University or reimbursable to the traveler. The Expense Report must include a descriptive trip purpose, including the official conference or meeting name and benefit to FIU.

If expenses are split between the University and an outside organization, it is required that the expenses paid by an outside organization be reported in the form of a comment on the Expense Report or a memo included with the receipt package. In most cases, the Expense Report will be pulled from the pre-existing 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 via DocuSign or the "Print and Sign" option. 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 uploaded in a single PDF

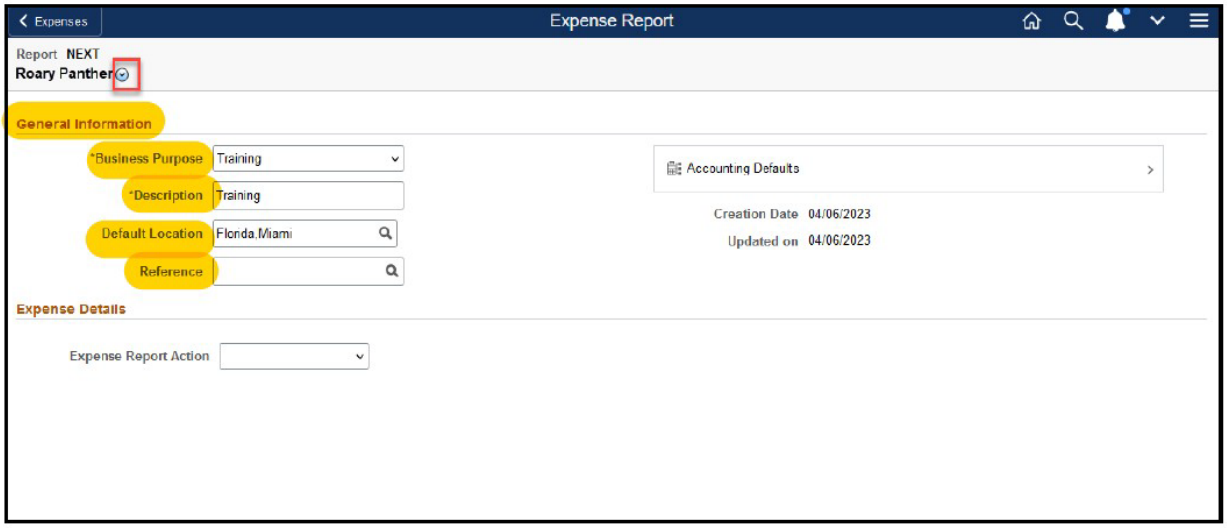
file and attached to the system report. If a University Credit Card (Pro-Card) or Purchase Order (PO#) was used to pay for expenses, it must be **clearly annotated** on the receipts prior to uploading the supporting documentation. University Credit Card items must be listed on the expense report.

Supplemental Expense Reports

If, after a reimbursement Expense Report has been paid and the Travel Authorization (TA) is closed or can no longer be linked to the Expense Report, it is discovered that a reimbursement item(s) was omitted, an additional Expense Report may be submitted.
Follow the steps below to complete the report accurately.

Steps:

1. **Create a Supplemental ER**
    - From the Employee Self-Service homepage in PantherSoft Financials, click the **T&E Compliance Center** tile.
    - Click the **Expenses** tile.
    - Select the **Expense Report without the TA** tile.
2. **If Acting as a Proxy**
    - If you are creating the ER on behalf of another traveler, click the **Related Actions** (green dropdown) button next to the logged-in user's name (top left corner) and select **Change Employee**.
3. **Enter Report Details**
    - Complete the **General Information** section with the required header details (see screenshot below).
4. **Add Expenses**
    - Select **Add Expense** lines and enter each omitted expense.
5. **Print and Sign**
    - Print the Expense/Post Travel Compliance report.
    - The Traveler must sign this report—this step confirms the expenses and ensures they are aware that the report is being submitted on their behalf.
6. **Supporting Documentation Upload**
    - Upload images and include all required supporting documentation in a single PDF file.
7. **Submit for Review and Approval**
    - Once complete, submit the expense report for processing.



Business Purpose: Conference, Seminar, ETC

Description: Supplemental ER to ER# 123456

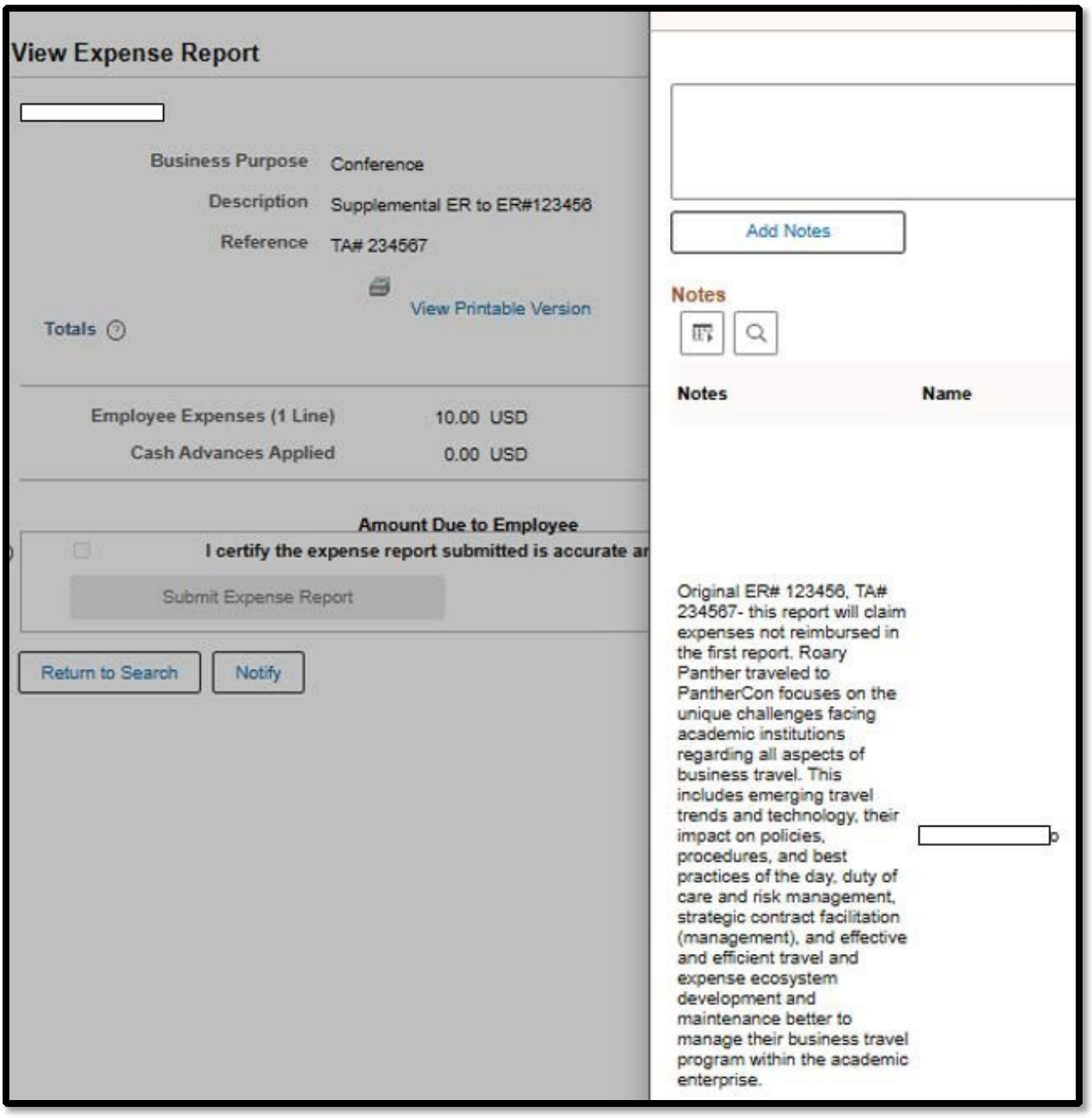
Default Location: Where the travel to place- Miami, FL

Reference: TA# 234567- Please note the lookup glass button in the Reference field is not functional.

Benefit to FIU or Project Section: **Original ER# 123456, TA# 234567** – This report will claim expenses that were not reimbursed or accounted for on the first report.

Roary Panther traveled to **PantherCon**, a conference focused on the unique challenges faced by academic institutions in all aspects of business travel. Topics included emerging travel trends and technologies, their impact on policies and procedures, best practices, duty of care and risk management, strategic contract facilitation and management, and the development and maintenance of effective and efficient travel and expense ecosystems to better manage business travel programs within the academic enterprise.

(see screenshot below for example)



Trip Itinerary Requirement

A trip itinerary **must** be provided in all Expense Reports.

- The itinerary should briefly describe the **purpose of the trip** from the time the traveler departs headquarters until they return.
- For **multi-purpose trips** that include personal days:
  - Briefly list the **business purpose** for each travel day.
  - Clearly distinguish **personal days** from business days.

Conferences, Conventions, Workshops, and Seminars	When attending a conference, convention, seminar, or workshop, travelers must submit: • The registration form (if applicable). • A receipt showing registration payment. The agenda and other official information, including: • Location • Date • Details of what is included in the registration cost (e.g., meals, lodging) • Daily schedule of events
Meetings, etc.	Travelers attending a meeting, conference, or similar business event must provide supporting documentation with their reimbursement request as follows: • **Meeting Agenda:** A copy of the official meeting or event agenda must be attached to the Expense Report. • **If No Agenda Is Available:** An email confirmation from the hosting organization must be attached. The email must clearly reflect the **date, time, and location** of the event. • **No Agenda Certification:** If neither an agenda nor confirmation email is available, the traveler may submit a **Memo for No Agenda Business Purpose Certification Form** in lieu of the above documentation.
Research-Related Trips	Travelers going on field research or data collection trips should provide a **brief itinerary** listing the research activities performed during the travel period.
Study Abroad	Travelers participating in Study Abroad programs must provide: • The program itinerary includes program dates and locations. • The class roster for participants.

Travel Cash Advance

General Guidelines

An FIU employee may request a travel advance to help defray out-of-pocket costs when traveling outside the University's vicinity. The following conditions apply:

1. Approved Travel Authorization

- A Travel Authorization (TA) must be **approved** prior to issuing a cash advance.

2. Advance Amount

- The maximum cash advance allowed is **80% of expected out-of-pocket expenses**, not to exceed **$5,000**.
- Only **one cash advance** is allowed per employee at a time.

3. Requests Exceeding $5,000

- Requests exceeding $5,000 must include an explanation of the **benefit to FIU or the project** in the designated box within PeopleSoft.
- Explanations will be reviewed for reasonableness, and the **Office of the Controller** will provide final approval.
- The Office of the Controller reserves the right to **approve or deny** requests based on the information provided and adherence to university policies.

4. Timing of Advance

- Advances may be approved **no earlier than ten (10) business days** prior to a trip.
- Advances **will not** be issued after the trip has ended.

5. Expense Report Submission and Cash Advance Reconciliation

- An **Expense Report** must be completed within **ten (10) business days** after the end of the trip.
- If the advanced funds **exceed the total expenses** of the trip, the excess must be sent to the **Controller's Travel Department** within ten (10) business days of the trip's end date.
- For detailed guidance, please contact your corresponding **Prepaid Auditor**.

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 advance amount will be deducted from the employee's salary.

Travel Expenses

Airfare

The University reimburses coach, economy, or main cabin class airline travel. Travel in any class other than coach, economy, or main cabin may be permitted only when the flight time exceeds six (6) hours per leg, and prior approval is obtained from the Chief Financial Officer (CFO).

Upgrade Approval Process

- The employee must **submit a written request to the CFO before purchasing the airline ticket.**
- **Upgrades purchased without CFO approval will not be reimbursed.**
- For questions or assistance with obtaining approval, please contact the Special Assistant to the CFO**.**

University Credit Card (P-Card) Usage

- If an airfare upgrade is purchased using a **University Credit Card**, the **cardholder or traveler must reimburse the University** if CFO approval was not obtained in advance.

Cost Comparison Note

- Even if a **business or first-class ticket costs the same as or less than an economy ticket**, **CFO approval is still required** prior to purchase.

Foundation Funds

- If you intend to use **FIU Foundation funds** to pay for airfare upgrades, please consult the **FIU Foundation guidelines** for specific requirements and allowable expenses.

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

If a traveler flies a different route for personal reasons, they must submit **two airfare comparisons from the same airline**:

- One reflecting **business-only** travel dates and routing
- One reflecting the **combined business/personal** travel dates and routing

The documentation must clearly demonstrate the cost of a direct business route. Reimbursement will be limited to the **lower of the two amounts**. Within the permitted class of travel, the most **efficient and economical** option should always be selected and approved by the appropriate individual.

FIU travelers will be reimbursed for all airline fares in economy, coach, or main cabin classes, or their equivalent. For guidance on allowable classes for the most commonly used domestic and foreign airlines, see the Airline Class Guide on the FIU Travel website.

Aircraft travel must be the most economical rate and class available, which will normally be the economy/coach/main cabin class. Airfare may be purchased through an online travel website (Travelocity, Priceline, Expedia, etc.), an airline website, or a travel agency (Uniglobe). The traveler is responsible for obtaining an itemized receipt from the abovementioned vendors.

A receipt for the airfare must accompany the expense report. The receipt may be a printout 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
- Travel class (coach/economy/main cabin class)
- Fare paid

The receipt **must** clearly indicate that the ticket has already been paid. Include receipts for any separate baggage charges with the receipt package. Travelers will not be reimbursed for airfare purchased using reward points or mileage memberships. The use of personal planes for university business is not reimbursed due to increased liability and administrative costs.

Penalties for cancellation of discounted airline tickets may be paid only if the cause for cancellation was in the best interest of the University. The cost of unused, non-refundable 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 the 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. The cancellation penalty may not be reimbursed if a ticket is canceled for the traveler's convenience. Carefully evaluate the circumstances and risk of cancellation prior to the purchase of discounted tickets.

Seat Selection Fees

Selecting a seat prior to check-in is not considered an airfare upgrade, provided the seat does not include special perks or privileges, such as:

- **Extra legroom or premium seating**
- **Priority boarding**

- **Complimentary alcoholic beverages**
- **Lounge access or other enhanced services**
- **ETC.**

Reimbursement & Payment Guidance – Seat Selection with Perks

- **Seat selection fees that include perks or added benefits** (e.g., see above) are **the traveler's personal responsibility and are not reimbursable.**
- To ensure compliance and avoid audit issues, the **University Credit Card must not be used** for these expenses.
- If the **University Credit Card is inadvertently used**, the traveler is **required to reimburse the University in full.**
- **Departments should remind travelers** to review seat options carefully and avoid selecting premium or preferred seating that includes additional benefits.

Allowable Travel Time

- A traveler is allowed up to two hours prior to the departure of their flight for domestic travel and one hour after their arrival upon returning from their travel. A justification should be provided if the return time differs considerably from the flight itinerary.
- Travel commences no earlier than a day before an event and concludes no later than a day after the event.

Hotel Accommodation

Hotel rooms must be paid for at the single occupancy rate, and the most economical means must be utilized. The traveler is responsible for making appropriate arrangements with hotels for room rental. After a travel authorization (TA) has been approved, the traveler's personal credit card or T&E card may be used when making hotel reservations.

An itemized lodging receipt showing zero balance due must be included with the supporting documentation of the expense report. If a department purchases a block of rooms to accommodate a large group, the Purchase Order Number (PO#)/ Smart Billing Invoice # must be provided in the benefits section of the report. The department must also provide the itemized documentation of the Traveler's name, Panther ID#, nightly room cost, and rental agreement (lease). Room service is not reimbursable or payable by the University.

Personal expenses such as food, mini bar, etc. on lodging receipt are not a reimbursable expense.

Rates

The most economical means should be considered. Justification is required if the nightly rate of the hotel, Airbnb, or VRBO accommodation is in excess of $225. However, no justification is required, even if the hotel rate exceeds $225 if the rate complies with the General Services Administration (GSA) or Department of Defense (DOD) 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. The traveler and proxy are responsible for providing supporting documentation showing that the selected hotel is one of the "suggested" conference hotels.

If the University has an agreement with a hotel and uses the contracted rate, justification will still be required if the rate exceeds $225 and the GSA or DOD rate.

The University uses the GSA domestic maximum lodging as the reference rate for all hotel accommodations in the continental United States. The GSA website is https://www.gsa.gov/travel/plan-book/per-diem-rates. When the city of the ultimate destination is not listed on the GSA website; the reference rate will be the standard CONUS (Continental United States) GSA rate for all destinations not explicitly listed.

The Department of Defense (DOD) maximum lodging rate should be used as the reference rate for non-continental United States as well as U.S. territories and protectorates. The DOD website is https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/PerDiem-Rate-Lookup/.

The Department of State (DOS) is used for the maximum lodging allowed for travel to foreign countries.

Limiting Allowable Hotel Expenses Continues

We have received the following guidance from the Office of the General Counsel:

House Bill (HB) 5003. In order to implement appropriations in the 2024-2025 General Appropriations Act for state employee travel and notwithstanding s. 112.061, Florida Statutes, costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed $225 per day. As of July 1, 2023, the cost for lodging for FIU employees associated with a meeting, conference, or convention organized or sponsored in whole or in part by FIU may not exceed $225.00 per day if paid with state funding (E & G). Amounts exceeding $225.00 per night may be paid through an alternative funding source.

Departments must ensure the requirements of this law are met when establishing lodging for FIU employees attending FIU-sponsored events.

Travelers Sharing 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 their travel reimbursement request. The traveler whose hotel bill is being paid must file an expense report and state on the expense report, "hotel room compliments of John Doe." Also, list the expense report ID of the traveler who paid the hotel bill, and submit a copy of the lodging receipt. The maximum room rate must be in accordance with the University's policy. Additionally, a Group Travel Template must be included with the supporting documentation when traveling with multiple students or employees.

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 their travel reimbursement request. They must obtain separate hotel folios indicating individual payment.

Vicinity Travel Per Diem or Lodging

A traveler may not claim per diem or reimbursement for lodging for vicinity travel unless extraordinary circumstances that necessitate the overnight stay are fully explained by the traveler and approved by the Associate Vice President and University Controller in writing prior to the expense being incurred. Criteria for approval shall include late-night or early-morning job responsibilities. Reasonable justification would include an explanation indicating that the staff attending the event is either an organizer, presenter, or key contributor, which would support the need for the staff to be closer to the location of the event due to the responsibilities and obligations they would be expected to perform. A sample of the Hotel Accommodations within 50 miles approval memo can be found on the Controller's Travel website. The request must be sent from your FIU email. It is encouraged that this request is submitted at least ten (10) business days before their trip to allow sufficient time for the request to be screened and approved by the Associate Vice President and University Controller.

Bulk Travel Expenses Reconciliation

When traveling with multiple students or employees, a Group Travel Template must be included with the supporting documentation—especially when the vendor, agency, or business issues a single receipt for the group. If shared costs are allocated among travelers, the Group Travel Template must be attached to the supporting documentation of **each** traveler's expense report to ensure all expenses are accurately documented and accounted for.

Travel Packages

If multiple travel expenses are purchased together as a package that results in a cost saving for the University, it is the responsibility of the traveler or delegate to **obtain** a breakdown from the merchant.

Travel Agency

To support ongoing efforts to provide quality corporate travel services and reduce travel costs, FIU employees will be able to use Uniglobe Travel Designers to make reservations for airline tickets and hotels. For booking services, use the information below:

Phone Number: 614-237-4488

Email Address: FIU@uniglobetd.com

It is the traveler's responsibility to verify the information on the airline ticket and hotel reservation to make sure that dates, cities, and other relevant data are correct.

Auto Rental/ Transportation

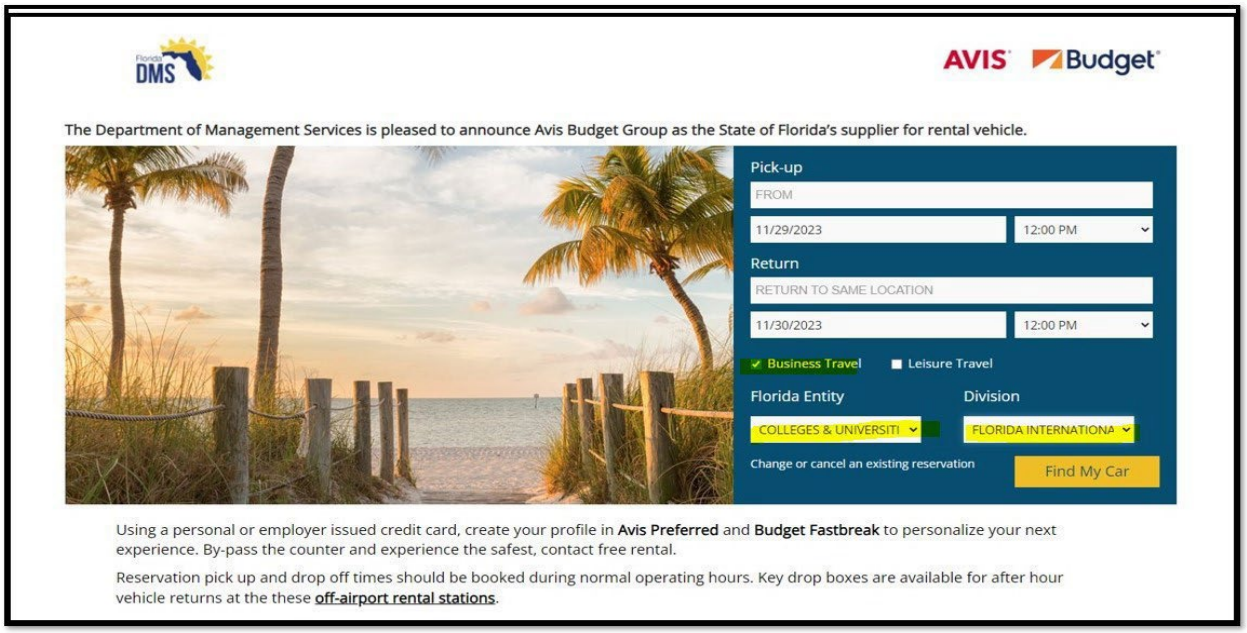
Avis/Budget- Primary Rental Company

Florida International University utilizes the State of Florida contract with Avis and Budget for vehicle rentals. This contract is only applicable to rentals within the continental United States and must be used when renting Avis or Budget for official University business.

Reservation Requirements

- University travelers requiring a rental vehicle for official business **must make reservations through the State of Florida Reservation Portal: https://www.carrental.com/abgPartners/sof/**
- When booking, renters must:
    - Use their **FIU credentials (FIU email address)**
    - Select **"Pay at the Counter"** as the payment type
- **At the Rental Counter**
- The traveler is required to provide **proof of affiliation with the University**, such as:
    - **FIU One Card (University ID)**, or
    - Other **official FIU documentation**

Failure to use the designated reservation portal or provide proper identification at pickup may result in loss of contract benefits, higher rental costs, or non-reimbursement.



Direct Billing

The department will need an Avis/Budget-issued Billing Number. The billing number is issued to allow University Pro-Card Holders to reserve and pay rentals for other individuals (i.e., students, candidates, non-FIU employees, and faculty/staff). You can request the Billing Number by completing the Avis/ Budget Global Electronic Billing Terms of Agreement or Budget Application Program Terms of Agreement account prior to making a reservation. The form must be completed in full; you must initial each decline box under Optional Coverage and select compact 4-door (B) similar to the Ford Focus. You will email the completed document to floridahelp@avisbudget.com, subject line GEB Application, time-sensitive, and highlight it with a red exclamation point high importance flag. Do not disclose Your Billing Numbers to others, as they are tied to your Pro-Card. A billing number is not needed for rentals reserved and paid by the individual traveler themselves.

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 those under the Avis or Budget 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. Customers are strongly encouraged to only use airport locations for trips involving air travel.

Car Allowance Class

Rental is restricted to a compact (Class B) vehicle unless traveling with multiple travelers or 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, or include a Group Travel Template Form. 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

The total amount charged for the car rental should exclude State of Florida Sales Tax and surcharges (when prepaid by FIU Pro-Card (Direct Billing Account)). Tax exemption will not apply to rentals when renters use personal funds for payment. All business travel out-of-state will be charged all taxes and fees assessed based on the rental location, including selected out-of-state city surcharges, if applicable. If you rent a car at the airport, you will be subject to the mandatory fees by the airport authority.

Tax Exempt

Florida International University is a tax-exempt organization. When traveling in the State of Florida, travel expenses in the name of the University (paid with Pro-Card) should not be assessed. Travelers/ Proxy must request that the taxes be removed from the bill. Most vendors will want a copy of the University's Sales Tax Certificate of Exemption. If the supplier does not reimburse sales taxes, add the following statement to the supporting documentation: "Supplier would not honor the University's Sales Tax Certificate of Exemption after requesting reimbursement."

Drivers under the age of 25

Most car rental companies have strict guidelines regarding renting to drivers under the age of twenty-five (25). The State contract provides that any state employee aged 18 to 25 can rent a car for business purposes from Avis or Budget with a valid driver's license. If the department did not setup a direct billing account for the driver, they must provide a Letter of Introduction; this must be on FIU letterhead and signed by the Department Head, it must include the traveler's name, the confirmation # of the rental car, the days FIU approved for travel and the size car approved for travel. The traveler must print the letter and provide it to the Avis/ Budget counter representative.

Enterprise/National- Secondary Rental Company

Florida International University utilizes the E&I Cooperative Contract with Enterprise and National for vehicle rentals. These vendors are to be used as the preferred **alternative** when **Avis/Budget is unavailable**. Enterprise and National offer contracted discounted rates for FIU business travel under Contract Number: XZ41D69

All FIU employees requiring a rental car for official University business must use the designated booking portal: **Enterprise Booking Website for FIU**

- **FIU credentials (email address)** must be used when booking.
- This ensures proper application of the discount and compliance with university policy.

At the Rental Counter

- The traveler is required to provide **proof of affiliation with the University**, such as:
  - **FIU One Card (University ID)**, or
  - Other **official FIU documentation**

Failure to use the designated reservation portal or provide proper identification at pickup may result in loss of contract benefits, higher rental costs, or non-reimbursement.

Use of Other Vehicle Rental Companies

While Avis/Budget and Enterprise/National are preferred rental vehicle providers under contract, travelers may use other rental companies if necessary. However, when renting from companies other than Avis/Budget or Enterprise/National, collision damage waiver insurance must be purchased.

Use of other rental companies is allowed only when at least one of the following conditions applies:

1. The other company offers a lower total rate, including primary insurance coverage.
2. Avis/Budget or Enterprise/National has no vehicles available at the required time and location.
3. The time or distance to the nearest Avis/Budget or Enterprise/National location is not cost-effective or practical for efficient FIU business.
4. Avis/Budget or Enterprise/National has no location at the traveler's destination, typically in foreign countries.

For domestic rentals from companies other than Avis/Budget or Enterprise/National, FIU requires justification to be provided in the Expense Report documentation. This should include:

- Evidence (screenshots) that Avis/Budget or Enterprise/National had no vehicles available,
- Rate comparisons showing the other company's lower cost, or

- Information demonstrating the impracticality of using Avis/Budget or Enterprise/National.

Supporting documentation must be attached to the corresponding expense report. It is recommended that approval be sought before booking rentals outside the contracted providers.

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, PAI: Personal Accident Insurance, or any additional insurance. If the State contract is not used, Collision Damage Waiver (CDW) is the only insurance allowed.

Damaged Vehicles

At pick-up, 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 workers' 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.

Allowable Travel Time

- Travel time begins when the rental car is picked up.
- Travel commences no earlier than a day before an event and concludes no later than a day after the event.

Transportation

Taxi and Other Carriers

Taxi, Uber, Lyft, or shuttle fares require a receipt. Tips exceeding 20% will not be reimbursed. The most efficient and economical means of travel should be used. This considers the traveler's time, the impact on the productivity of the traveler, and the cost of transportation. **The location of pick-up and drop-off must be noted on the receipt, i.e., home to airport, airport to hotel, etc.** The following charges will not be reimbursed: Uber reservation fees, Lyft Priority fees, donations, and **any additional optional charges**. Do not provide Lyft ride reports; we only accept individual ride receipts.

Gasoline Expenses

Gas expenses for auto rentals and University vehicles will be reimbursed to the driver of the vehicle. Please submit gas receipts with the Travel Expense Report under the incidental expense type.

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 expense report must include the vehicle number and/or vehicle log.

Rail Transportation

Travel by rail is allowed and will be reimbursed when traveling in Coach Class on Amtrak and Smart Saver/Smart Class when traveling on Brightline train. Employees must use their FIU Credentials(email) when booking to receive exclusive discounts. For instructions on how to set up an account with Brightline, click here.

Bus Transportation

Travel by bus services is allowed and will be reimbursed when traveling in Premium Economy on Red Coach Bus and Classic Class on Greyhound and FlixBus.

Allowable Travel Time

- A traveler is allowed up to one hour prior to the train/bus departure time and one hour after their arrival upon returning from their travel. A justification should be provided if the return time differs considerably from the bus/rail itinerary.
- Travel commences no earlier than a day before an event and concludes no later than a day after the event.

Unallowed Transportation

Luxury transportation services (e.g., limousines, chauffeurs, or private car services) are not permitted when traveling on behalf of the University. Travelers may consult with the FIU Foundation to determine if such expenses are allowable under Foundation guidelines.

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 will 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. Mileage reimbursement **must** be submitted at least quarterly. Vicinity mileage, parking, and tolls will not be reimbursed if the date(s) claimed are over ninety (90) calendar days old.

If the traveler chooses to drive long distances rather than fly for personal reasons, they must submit **an airfare comparison that reflects business-only** travel dates and routing.

The documentation must clearly demonstrate the cost of a direct business route. Reimbursement will be limited to the **lower of the two amounts**. Within the permitted class of travel, the most **efficient and economical** option should always be selected and approved by the appropriate individual.

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. The University will not reimburse a traveler for repairs, fines for violation of the law, or other related costs incurred while traveling on official business of the University.

Travel Class

The University utilizes the per diem and meal allowance rates adopted in the Florida Statutes, Section 112.61. Travelers on Class A or B travel (see below) 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., use the following guidelines:

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 an overnight absence away from official headquarters. The travel day for Class B 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 their official headquarters overnight.

The State Legislature has reviewed Class C allowances and are currently NOT to be reimbursed to travelers.

Prohibited Expenditures BOG 9.016

Per the Florida Board of Governors (BOG) 9.016 Prohibited Expenditures regulation, expenses related to DEI (Diversity, Equity, and Inclusion) are unallowable. The regulation became effective in January 2024, and university-wide compliance was effective July 1, 2024.

Budget managers must review all expenses before submitting to ensure these do not include unallowable services/deliverables. No purchases of goods or services related to DEI activities made with E&G funds can be approved, as these are prohibited.

Please use the following tools to determine if an expense is prohibited:

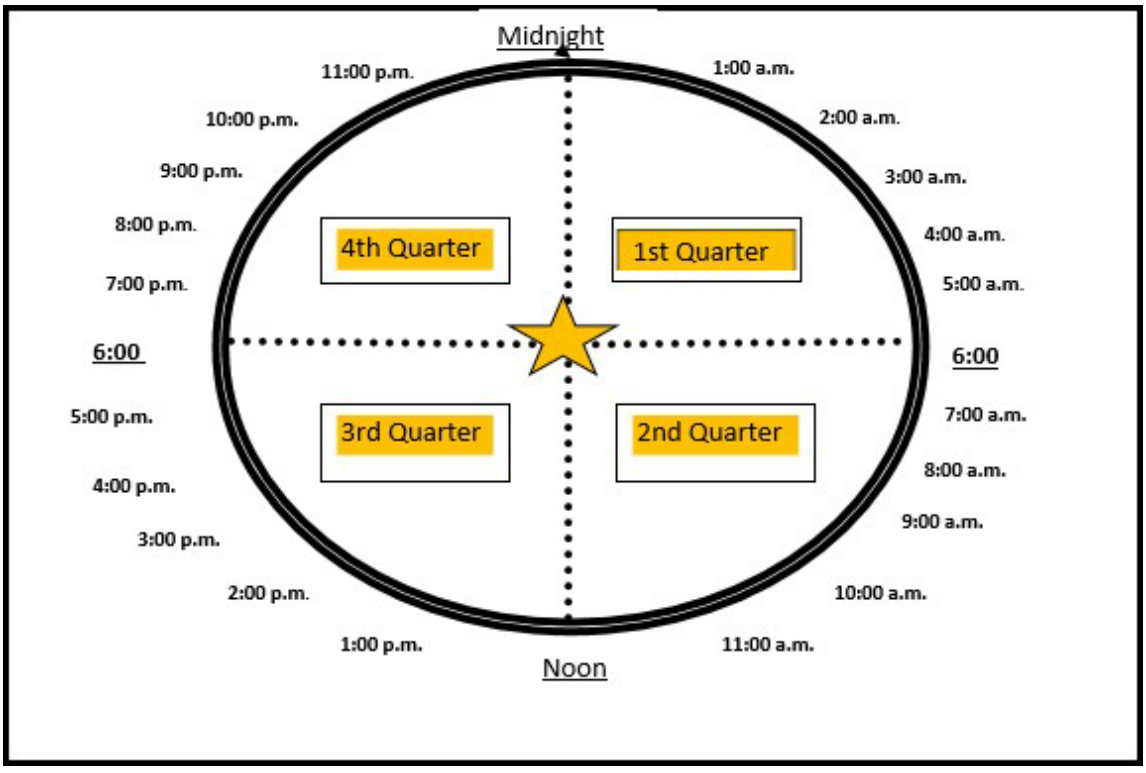
- PE Decision Tree – a tool to determine whether an expenditure is permitted
- PE PowerPoint – presentation by the PE Team
- PE Justification Form – form to document justification for permitted expenditures.

If you have any questions on prohibited expenses, please send an email to prohibitexps@fiu.edu

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, lodging that is provided by others, and daily meal allowances. The $80 daily rate is intended to compensate those travelers who do not claim actual lodging and meal expenses. A Flat Per Diem can be claimed when a traveler cannot 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. Flat per diem is not reimbursed unless travel includes an overnight stay.

Any meals provided to the traveler via paid registration must be deducted from the daily $80 at the statutory rates of $6 for breakfast, $11 for lunch, and $19 for dinner. For example, a traveler claiming a per diem on two full days of the conference when the conference provides lunch on both days is eligible for a Flat per diem up to $80 - $11 = $69 **per day**. 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:			
Meal	Rate	Travel Begins prior to	Extends beyond
Breakfast	$6.00	6:00am	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.

The domestic meal per diem breakdown must be included with the supporting documentation of the expense report. This breakdown is required for the accurate and timely processing of domestic meal reimbursement.

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 their designee. A University employee on travel status may leave their assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from regular duties shall be taken as annual leave and authorized in the usual manner. The employee shall not be reimbursed for travel expenses in excess of the established rate for the per diem allowance had they remained at their assigned post.

Registration Fees

Registration fees may be paid by the traveler, Accounts Payable, the Department Travel Card, Smart Billing, Purchase Order, or 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, seminars, or formal meetings. 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 in 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.

Travelers may NOT claim meals (Breakfast, Lunches, Dinner, or Banquet) that are included in the registration fee, **even if the traveler decides not to eat the meals.** Dietary needs should be addressed at the time of registration for the conference. The traveler should confirm with the conference that alternative meals will be provided.

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 membership must also be essential to the statutory duties and responsibilities of the individual. The traveler must provide written justification for those expenses, and it must be included with the supporting documentation. Do not include departmental/organizational memberships on an expense report.

Communication Expenses

Communication expenses incurred while conducting University business require a receipt. These items may include telephone use, computer use, or faxing documents. The traveler must

provide written justification for those expenses, and it must be included with the supporting documentation.

Traveling with Equipment

When traveling with equipment, check with the Office of Sponsored Research or Export Control Office before traveling with equipment outside of the 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. For guidance, please see the FIU Export Control website.

Receipt Requirement

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

All receipts/invoices must contain the following information:

- Vendor Name and Address
- Transaction Date
- Description of the transaction (hotel folio, flight information, or a list of items being purchased)
- Unit costs for items purchased
- Itemized items
- Total amount paid
- Proof of payment

All the information on the receipt must be clear and legible. Transactions with a greater financial risk to the Institution may require a greater standard of documentation than lower-value financial transactions. Low-risk transactions are generally defined as transactions under $100, charges that 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.

Items that will be paid with a Purchase Order do not have to show proof of payment but must show the unit price. All hotel folios, flight itineraries, registrations, etc., must show the payment. The PO# must be clearly annotated on the receipt prior to uploading the supporting documents of this expense.

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. 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 a method results in savings to the State.
2. A statement that communication expenses were business-related.
3. Dry-cleaning, laundry, and ironing expenses when official travel extends beyond seven calendar days, and such expenses are necessarily incurred to complete the official business portion of the trip.
4. Passport and visa fees are required for official travel.
5. Necessary fees charged to purchase traveler's checks for official travel expenses.
6. Fee charged to exchange currency necessary to pay official travel expenses.
7. Costs of maps necessary for conducting official University business. 8. Receipts or canceled checks for registration fees paid by the traveler.

Please note that 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 on cell allowance and the Cell Phone Policy.

Expenses that do not require receipts

- Tips paid to taxi drivers that do not exceed 20% percent of the taxi fare.
- Tips paid for mandatory valet parking not to exceed $5 per incident.
- 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 from the vehicle at the airport, then carried from the airport to the vehicle upon reaching the destination, etc. The number of bags must be included on the travel reimbursement request.
- Photocopy charges that are business-related and are 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, a duplicate receipt must be obtained from the merchant. If duplicate receipts for items such as taxis or shuttles cannot be provided,

the Lost/Receipt form may be used. The 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. Departments are responsible for monitoring and preventing excessive or inappropriate use of this form.

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. The 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 the submission of the Travel Authorization and Expense Report to ensure that the delegate enters all necessary information.

Personal Travel

All expenses for non-FIU-related travel are the responsibility of the traveler. If a traveler includes personal travel days at the beginning, middle, or end of a trip, the traveler is responsible for all expenses related to personal travel. **The University Credit Card should not be charged for personal expenses.** These expenses include hotel, meals, rental car, fuel, mileage, and airfare. Personal travel days should be noted as Personal on the Travel expense report. Suppose an indirect route was taken for personal reasons. In such cases, the traveler **must submit two airfare quotes from the same airline**: one reflecting the business-only travel dates and one reflecting the combined business/personal travel dates and routing. The documentation must clearly demonstrate the cost of a direct business route. Reimbursement will be limited to the lesser of the two amounts. Within the permitted class of travel, the most **efficient and economical** option should always be selected and approved by the appropriate individual. Travelers should be mindful that under IRS rules, if the travel is determined to be more than a minimal amount of personal travel, anywhere from a portion to the full cost of the travel could be taxable to the traveler.

Travel Expenses not Reimbursed by the University

If emergency travel is required that prohibits the prior entry of a Travel Authorization into PantherSoft, 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.”

Americans with Disabilities Act (ADA)

When a payment, which would not otherwise be a lawfully authorized use of University funds, is requested pursuant to the Americans with Disabilities Act (ADA), the payment request shall include a signed statement from the agency head or designee certifying that: 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. The University has determined that the individual is a “qualified individual with a disability” as defined in the ADA. 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. The University will maintain all records related to this purchase for seven years and make those records available for review to those people 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 Office of Civil Rights at 305-348-2785.

When an employee has an approved official Determination Letter that explicitly authorizes a travel-related accommodation, the accommodation is considered compliant with university travel policy and does not require additional Chief Financial Officer (CFO) approval, provided the Determination Letter is submitted with the expense report and supports the exception being claimed.

Travel Expenses for Non-Employees

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.

Procedure to Process Travel for Non-Employees

1. **Create Travel Authorization**
    - When making travel arrangements for a non-employee, the proxy must create the Travel Authorization (TA) in their own name on behalf of the non-employee traveler. The description field of both the TA and Expense Report (ER) must begin with the prefix: **"On Behalf of (Traveler Name)".**
- **Submit Expense/Post Travel Compliance Report (ER)**
    - The ER should be submitted in the **same employee's name** as found on the TA.
    - All expense lines on the ER must have the **Personal Expense field marked "Yes."**
    - If not marked, reimbursement will be paid to the employee on the ER.
- **Complete Reimbursement Form and Assemble Packet**
    - Complete the **Reimbursement of Travel Expenses for Non-Employees form** and include it **behind the printed and signed ER**.
    - Attach all supporting documents (receipts, agendas, flight itineraries, etc.).

Submission Packet Order:

a. Signed **Expense/Post Travel Compliance Report**
b. Signed **Reimbursement of Travel Expenses for Non-Employees Form**
c. Supporting documents (receipts, agendas, flight itineraries, etc.)

Foreign Travel Authorization

An **approved** Travel Authorization (TA) is a traveler's permission to incur expenses and travel on behalf of Florida International University. **Without an approved travel authorization (TA), the payment of travel expenses on behalf of the University, using the procurement card, or by the traveler is prohibited.** This includes FIU employees, FIU students, and others who undertake travel on behalf of the University. It provides an estimated cost of the trip. A Travel Authorization is always required for foreign travel. The Authorization must include all travel expenses that are known or can be projected before the trip. The payment of travel expenses on behalf of the University, using the procurement card, or by the traveler, is prohibited without an approved Travel Authorization (TA). One TA per travel period is required. **If the traveler embarks on the trip without full TA approval, the traveler will be entirely responsible for all trip expenses incurred, resulting in non-reimbursement of expenses paid by the traveler from personal funds, as well as a repayment from the traveler to the University for expenses paid**

with university funds. This includes grant-funded international trips, as grant funds will not be disbursed without pre-departure TA approval. FIU will follow the requirements of FIU Regulation 1111, Employee Debt Collection, for the collection of any expenses for unauthorized trips. Further, an employee's international travel privileges may also be suspended/restricted. For further guidance and instructions on the consequences for non- compliant International Travel on behalf of FIU, please see the Memorandum issued on Feb 20, 2025.

When traveling to foreign countries on behalf of the University, all University employees and students must follow the procedure and guidance of the International Travel Policy. The policy and procedure can be viewed at the FIU Policies and Procedures Library. No administrator may approve the use of department or project funds for travel or travel-related costs to countries identified by the U.S. Dept of State as "state sponsors of terrorism." The countries that have been identified can be viewed at the U.S Department of State website.

Allowable Travel Time

- A traveler is allowed up to three hours prior to the departure of their flight for international travel and one hour after their arrival upon returning from their travel. A justification should be provided if the return time differs considerably from the flight itinerary.
- The travel period commences no earlier than two days before an event (depending on the destination) (this includes destinations when the flight time is more than (20) hours duration) and concludes no later than a day after the event.
- When a traveler, for their convenience, travels by an indirect route or interrupts FIU-related travel, the additional expenses are the traveler's responsibility.

Mandatory Use of The Travel Authorization (TA) Request Process for International Travel Approval

Pursuant to Florida State legislation *(HB 7017/ F.S. 1010.36)*, the University has expanded its travel authorization process to require screening and pre-approval for **all** international travel and foreign activities. **All** (even if paid by 3rd. party) international travelers **must** now complete a Travel Authorization request (TA), which includes a Foreign Travel questionnaire, specific disclosure requirements regarding travel expenses, and the traveler's acknowledgement certifying that they have read this Guidance. You may refer to this Quick Guide to provide you with an overview of the international travel screening and reporting process.

It is encouraged that FIU travelers submit their TA request at least twenty (20) business days before their trip to allow sufficient time for the request to be screened and approved by the Export Control Office.

How to Report Travel Expenses Paid by a Third Party

All travelers to a foreign destination **must** complete an expense report, even if no expenses are incurred. Report all expenses, payments, and honorariums paid by third parties via the International Travel link on the Expense Report. Click here for guidelines and instructions.

Foreign Lodging

Hotel rooms must be paid for at the single occupancy rate, and 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 accommodation prior to the trip if either a saving to the University can be justified or team/group travel is required.

An itemized lodging receipt showing zero balance due must be included with the supporting documentation of the expense report. If a department purchases a block of rooms to accommodate a large group, the Purchase Order number (PO) must be provided in the benefits section of the report. The department must also provide the itemized documentation of the traveler's name, Panther ID#, and nightly room cost. Room service is not reimbursable or payable by the University.

Maximum allowable foreign lodging rates are determined by the U. S Department of State, Foreign Per Diem Rate, and the Maximum Lodging Rate for the city or region. If unique circumstances require that the nightly hotel rate exceeds the published U.S Department of State rate, justification is required, which must be included in the supporting documentation of the expense report.

Foreign Meal Allowance

The meal allowance for foreign travel does not start until the traveler arrives in the city of the country of destination and ends at departure. 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. The Foreign Travel Template: Per diem breakdown must be included with the supporting documentation of the expense report. This breakdown is required for the accurate and timely processing of foreign meal reimbursement.

The meal allowances are reimbursed based on the following criteria:				
Foreign Per Diem Rates by Location FTR 301, Appendix B (Breakdown of Foreign Meals/Incidentals				This link shows the maximum lodging and meal allowance. This link shows the maximum meal allowance
Example:				
Meal & Incidental Rate	**Breakfast**	**Lunch**	**Dinner**	**Total Meal Allowance Per Day**
$183.00	**$27.00**	**$46.00**	**$73.00**	**$146.00**

Foreign Auto Rental

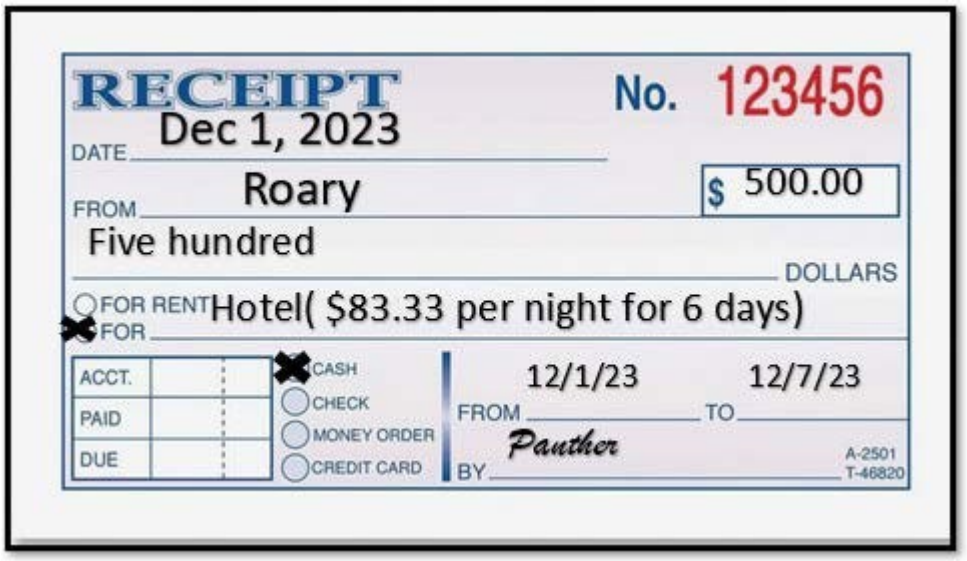
When traveling to a foreign country, car rental is restricted to a compact vehicle, and Collision Damage Waiver (CDW) is the only insurance allowed. If the car rental company has mandatory fees, documentation of fees or written justification must be provided with the expense report. The traveler must provide written justification for renting a larger vehicle. If traveling with others, include a list of the passengers with their respective Travel Authorization and /or Expense Report numbers. Provide a detailed list and explanation if traveling with equipment or extra baggage.

Receipts in Foreign Language and Currency

Receipts issued in a foreign currency should show a computation converting the amount into U.S. dollars. All claims on the Expense Report must be submitted in U. S. dollars. When converting foreign transactions into U.S. dollars, the conversion date should be the same as the transaction date. Foreign currency conversions should be obtained from the Oanda currency converter website and attached to the Expense Report. If a foreign transaction was made using a credit card, you may attach the credit card statement in lieu of an Oanda conversion.

Unavailable Receipt Form

If the foreign vendor is unable to provide you with a "Traditional hotel or transportation receipt" as shown below, you will need to complete an Unavailable Receipt Form. The form must contain a detailed description and pricing of all items received, along with proof of payment (credit card or bank statement). The Unavailable Receipt Form must be signed by the payee, approved by a budget approver with budget authority, and dated.



Fly America Act

When traveling to and/or from foreign countries, travelers are required to use United States air carriers in accordance with the Fly America Act when funded by the U.S. government. 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 **https://www.fic.nih.gov/Grants/Pages/ForeignTravel.aspx**

Foreign Travel Warnings

When traveling to a foreign country traveler 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 country. For current information regarding travel advisories, travelers should visit the U.S. Department of State's Travel Advisory website.

International Travel Insurance Coverage

FIU has acquired a Global Business Travel Insurance Policy for the protection and benefit of the individual traveler as well as the institution. For an overview of policy coverage benefits and to obtain the FIU Group/Policy #, please visit the Global Travel Insurance for Employees website.

Non-Travel Expenses

Materials/Supplies/Equipment

Materials, supplies, and/or equipment needed for office spaces/training rooms/gyms and other business purposes must be obtained using either the University Credit Card, paid by FIU via a requisition, non-conforming form, or an unencumbered vendor form. Supplies are not individually reimbursed. Items must be purchased by following the correct procurement process.

Entertainment Expenses

Entertainment expenditures **must be reasonable, prudent, appropriate** to the occasion, and consistent with the University's mission. The overage must be paid via the Foundation if business meals are excessive. Entertainment expenses are allowed to host FIU speakers, candidates, official visitors, etc. The maximum amount allowed for tips on entertainment meals is twenty (20%) percent. These transactions include entertainment expenses when the event aims to recruit individuals or directly promote the University. Fundraising events should utilize Direct Support 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, Panther ID (if applicable), agendas, detailed receipts, a statement of 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, and State and Federal auditors to verify and audit the purchases for compliance with University, State, and Federal policies, statutes, rules, and regulations. All receipts/invoices must contain the following information:

- Vendor name and address
- Transaction date

- Description of the transaction (hotel folio, flight information, or a list of items being purchased).
- Unit costs for items purchased
- Itemized items
- Total amount paid
- Proof of payment

All the information on the receipt must be clear and legible. 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 that 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.

Athletics Department Travel Expenses

The purpose of this section is to provide guidance in accounting for and payment of allowable expenses specific to the Athletics Department. Only those topics identified as unique to Athletics are included in this section. All other Travel and Other Expenses items should be followed as dictated in the main portion of the University's Travel and Other Expenses Manual.

The University Travel and Other Expenses Manual and the University Travel Expense Policy must be adhered to unless differing guidance is provided. **The decision to reimburse remains at the discretion of the Office of the Controller.** The expenses must be related to the purpose of the trip, evidenced by receipts and/or other supporting documentation, and must receive prior approval by the appropriate approver. Travel expenses must be authorized and expended within established budgetary limits. Any reimbursements prohibited by state statutes or regulations will not be reimbursed.

Travel Authorizations

An approved Travel Authorization (TA) is a traveler's permission to incur expenses and travel on behalf of Florida International University. **Without an approved travel authorization (TA), the payment of travel expenses on behalf of the University, using the procurement card, or by the traveler is prohibited.** All TA's must be completed in accordance with the Travel and Other Expenses Manual.

Cash Advances

Athletic department employees may request an advance to help defray out-of-pocket expenses 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.

Athletics coaches and staff are allowed to have three (3) cash advances outstanding at a time. The exception to this limit is the coach of the Cross-Country Track teams, which is allowed four cash advances.

All cash advance requests that exceeds $5,000 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.

Cash Advances must be settled ten (10) business days from the travel ending date. 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 advance amount will be deducted from the employee's salary. All cash advances must be requested and resolved in accordance with this Travel Manual. (See page 4).

Auto Rentals

Florida International University uses the State of Florida contract with Avis and Budget for the rental of vehicles. This contract is only applicable for renting from Avis and Budget in the continental U.S. Specific guidance on auto rentals can be found on page 15 of the Travel Manual.

If the Athletics department chooses to use another rental agency, the traveler will be reimbursed at the rate of the State contract. If the auto rentals are paid by Purchase Order or any other procurement method, the contract rate must be used. If an employee is forced to rent from another rental agency, written justification must be provided and included with the expense report. For rentals other than the Avis or Budget 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.

Gas will be reimbursed for auto rentals and University vehicles to the driver of the vehicle or the team leader.

Hotel Accommodations/Lodging

Hotel rooms must be paid at the single occupancy rate, and the most economical means must be utilized. All contracts/agreements must go through FIU's Total Contract Management system to obtain appropriate University approval. All contracts/agreements must comply with the maximum lodging rates as set by the University policy.

Receipt Requirement

Receipts must document the transaction information of all purchases and 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 the information on the receipt must be clear and legible and must include all 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 that 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. Items that will be paid with a Purchase Order do not have to show proof of payment but must show the unit price. All hotel folios, flight itineraries, registrations, etc., must show the payment.

Meal Allowances

Travel meal allowances are reimbursed in accordance with the University's policy. Any additional meals in excess of the allowable rate must be charged to the FIU02 Foundation. A meal worksheet and manifest (as indicated below) showing the breakdown of meals must be included with the expense report documentation. These documents must be completed in their entirety.

Team **Meal** **Worksheet**

Team Travel

Depart:
Return:

TA#
No. of Travelers: 19

Allowable Per Diem

Date	Breakfast	Lunch	Dinner	Total
3/1/2018	$6.00	$11.00	$19.00	$36.00
3/2/2018	$6.00	$11.00	$19.00	$36.00
3/3/2018	$6.00	$11.00	$19.00	$36.00
3/4/2018	$6.00	$11.00	$19.00	$36.00
	$24.00	$44.00	$76.00	$144.00

144 X 19 =

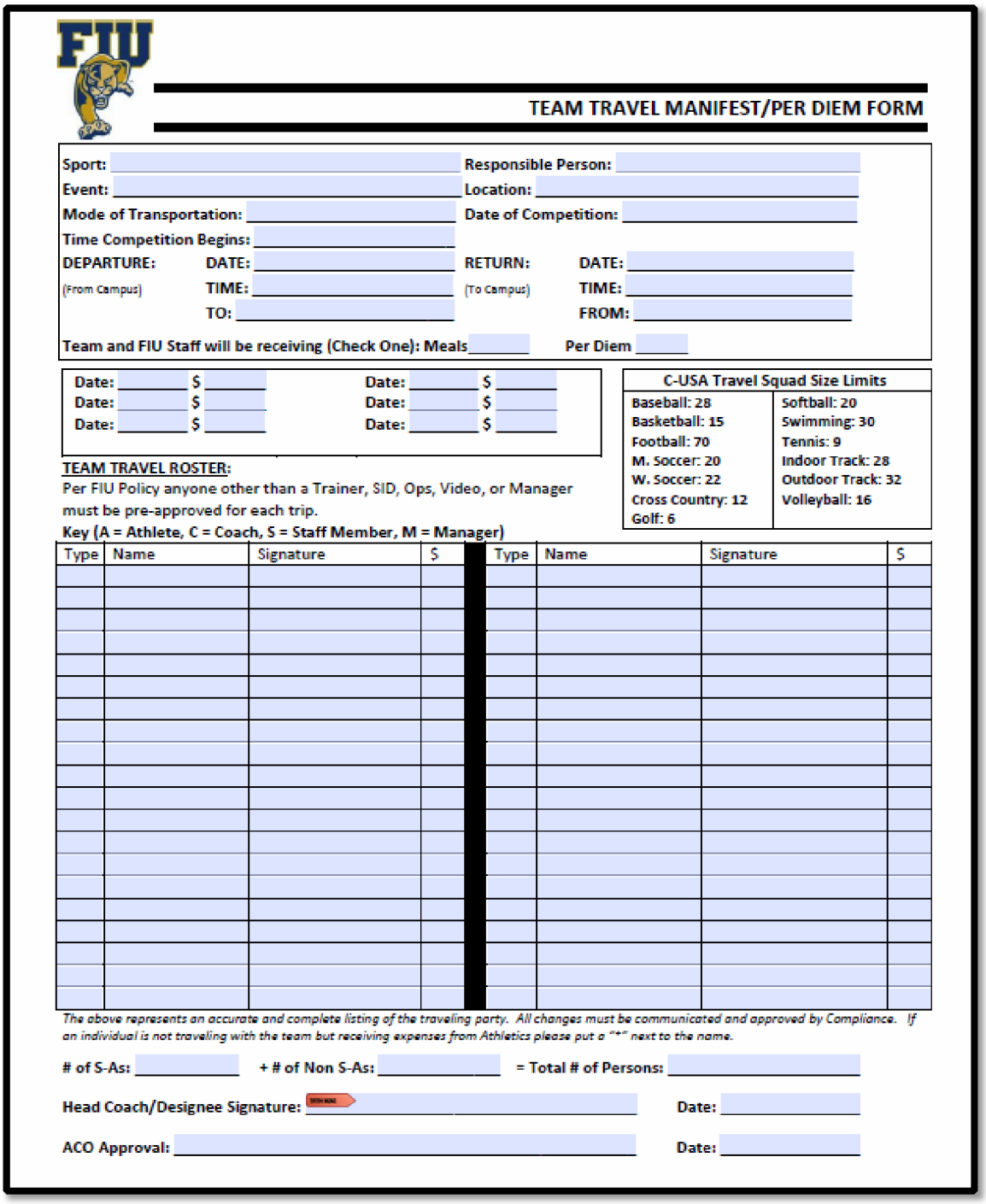
Actual Used

Date	Breakfast	Lunch	Dinner	Total
3/1/2018				
3/2/2018				
3/3/2018				
3/4/2018				
			Team Snacks Per diem	**$0.00**

Expense over the allowable per diem - $ **(charge to FIU02)**

Team Meal Manifest

The team meal manifest must match all the names listed on the airfare manifest. If there are any discrepancies between the two, a written justification will be required prior to the submission of the expense report. Please ensure this is reviewed carefully to avoid delays in processing.



TEAM TRAVEL MANIFEST/PER DIEM FORM

Sport: _____ Responsible Person: _____
Event: _____ Location: _____
Mode of Transportation: _____ Date of Competition: _____
Time Competition Begins: _____
DEPARTURE: (From Campus) DATE: _____ TIME: _____ TO: _____ RETURN: (To Campus) DATE: _____ TIME: _____ FROM: _____
Team and FIU Staff will be receiving (Check One): Meals_____ Per Diem _____

Date: _____ $ _____ Date: _____ $ _____
Date: _____ $ _____ Date: _____ $ _____
Date: _____ $ _____ Date: _____ $ _____

C-USA Travel Squad Size Limits	
Baseball: 28	Softball: 20
Basketball: 15	Swimming: 30
Football: 70	Tennis: 9
M. Soccer: 20	Indoor Track: 28
W. Soccer: 22	Outdoor Track: 32
Cross Country: 12	Volleyball: 16
Golf: 6	

TEAM TRAVEL ROSTER:
Per FIU Policy anyone other than a Trainer, SID, Ops, Video, or Manager must be pre-approved for each trip.
Key (A = Athlete, C = Coach, S = Staff Member, M = Manager)

Type	Name	Signature	$	Type	Name	Signature	$

The above represents an accurate and complete listing of the traveling party. All changes must be communicated and approved by Compliance. If an individual is not traveling with the team but receiving expenses from Athletics please put a "+" next to the name.

# of S-As: _____ + # of Non S-As: _____ = Total # of Persons: _____

Head Coach/Designee Signature: _____ Date: _____

ACO Approval: _____ Date: _____

Athletics Required Forms

The following forms **must be included** with the **supporting documentation** of the expense report, **when applicable**, prior to submission:

- Travel Expense Report Cover Sheet Template
- Official Visit Form- if official visit is on campus
- Evaluation forms- if the coach goes out to recruit
- Team Travel Manifest/ Per Diem Form
- Team Roster

Including all applicable forms ensures compliance with university policy and helps prevent delays in processing and reimbursement.

Occasional Non-Travel Meals

Pre- and post-game meals for home games, prospective athletes, team practice, and team participation are allowed. All expense reports for these items must include a manifest showing the individual's names and PIDs that received the meal or money for the meal, and their signatures. These meals are not allowed for employees. The dollar amount of money received, or the cost of the meal, must be reasonable and prudent.

Materials/Supplies/Equipment

Materials, supplies, and equipment needed for office spaces/training rooms/gyms and other business purposes **must be obtained using either the University Credit Card, paid by FIU via a requisition, non-conforming form, or an unencumbered vendor form.** Supplies are not individually reimbursed. Items must be purchased by following the correct procurement process.

Non-Allowable Expenses

The following list, which is not all-inclusive, represents 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 the Controller to ensure that the use of public funds adheres to the 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 mandated by the hotel)
- Laundry, cleaning, and pressing expenses for trips of six days or less • Professional license, certifications, renewals, etc.
- Lodging/meals within fifty (50) miles of headquarters or home (unless approved by the University Controller)
- Lost or stolen cash or personal property
- Materials and supplies
- 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 a hotel/motel room
- Notary fees/notary renewals
- Parking expenses at the assigned workplace
- Parties (holidays, retirement celebrations, potlucks, etc.)

- Personal insurance on rental vehicles
- Personal phone calls, including calls home
- Personal plane use
- Pet care costs
- Phone plans
- Prohibited Expenditures BOG 9.016
- 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
- Spouse/Family Related charges
- Tips for housekeeper/maid services
- Traffic citations, parking tickets, and other fines
- Travel insurance, hotel insurance, medical insurance
- Tuition

Definitions

1. Agenda – An agenda or schedule at a glance for all conferences, conventions, workshops, seminars, or formal meetings must be included with the Expense Report. The agenda or schedule must indicate the name of the conference or convention, the dates of the event, and any meals provided as part of the registration fee.
2. 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 in recruitment
   - A candidate for a university position
   - A University consultant or advisor
3. Class A Travel – (Per Diem Reimbursement) - Continuous travel of more than twenty-four (24) hours away from official headquarters.
4. Class B Travel – (Per Diem Reimbursement) - Continuous travel of less than twenty-four (24) hours, which involves an overnight absence from official headquarters.
5. Class C Travel – Travel for short trips, not requiring overnight absence from official headquarters. Class C travel is not reimbursable by FIU.
6. Common Carrier – Train, bus, or commercial airline operating scheduled flights.
7. Complimentary Expenses – Expenses that are of no direct or indirect cost to the University. These expenses are not reimbursable.
8. 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.
9. 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.
10. Convention – an assembly of a group of people 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.
11. Disbursement – the payment for expenditure.
12. Domestic Travel – travel within the contiguous United States, Alaska, Hawaii, and the U.S. territories and possessions.
13. DocuSign – A digital signature application that allows users to create and sign a variety of different documents with ease. In addition, DocuSign provides the means through which FIU can ensure secure storage, information efficiency, and optimized workflow. Adopting DocuSign is a huge step in FIU’s effort to operate on a completely paperless basis and

exponentially reduce its ecological footprint
https://docusign.fiu.edu/resources/index.php

14. Emergency Travel – travel that must commence with less than twenty-four (24) hours' notice to the Traveler.
15. Expense Report – Report used to record and reimburse expenses incurred on behalf of FIU.
16. Foundation – The FIU Foundation, Inc. (FIU02) receives, manages, and disburses funds provided by our generous donors in order to further the mission of the University.
17. Foreign Travel – travel outside of the United States and the U.S. territories and possessions.
18. Group Travel – A University faculty or staff member traveling with a group of students (Study Abroad, Moot Competition, etc.) Group travel was created for a one-time trip for two or more individuals traveling at the same time to and from the same location for the same purpose.
19. Most Economical Class of Transportation – the class having the lowest fare and most economical class available.
20. 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.
21. 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.
22. Personal Time – the time outside the regular work hours of a business day, a nonbusiness day, or a day for which the officer or employee had prior approval for a leave of absence.
23. Preferred Vendor – a merchant that has an established contract with the state and/or the University for goods or services. Preferred Vendors should be used by any Employee requiring that merchant service for travel.
24. 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.
25. Portage – assistance in carrying or transporting the traveler's luggage and/or materials.
26. Receipt Package – the collection of expense receipts and any other required documentation that must be uploaded to the ImageNow Server.
27. Team Travel – A University faculty or staff member traveling with an athletic team, debate team, etc.

28. 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.
29. Travel Authorization (TA) – The official travel authorization form required to secure approvals and encumbering the funds for any University related business trip.
30. 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.
31. Travel Expense Report – The official travel form requiring completion and submission to the University Controller's Office within fifteen (15) business 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.
32. 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 to or after an event, depending on the location.
33. University – Florida International University (FIU).
34. University Employee - An individual employed by Florida International University who is authorized to travel in the performance of official University duties.
35. Vicinity Travel – Travel within fifty (50) miles one-way of the traveler's official headquarters.
36. Vicinity Mileage – Mileage that is allowed to be claimed when traveling on behalf of the University 50 miles or less one-way from the traveler's headquarters. Vicinity mileage cannot be claimed by employees who receive an auto allowance.
37. Unavailable Receipt Form – This form is to be used only when a foreign vendor is unable to provide you with a "Traditional receipt."

Helpful websites

a. University Travel Expense Policy
b. Travel & Expense Manual
c. Office of Controller
d. Travel and Expense System Manual
e. Florida Statute 112.061
f. U.S. General Services Administration (GSA)
g. U.S. Department of Defense (DOO)
h. U.S. Department of State (Lodging rate by locations)
i. ORED Policy – Travel on a Sponsored Project
j. Foundation Inc
k. U.S. Department of State (Foreign Meal Breakdown)
l. Oanda Currency Converter
m. Florida Department of Management Services
n. MapQuest
o. Reference Guide for State Expenditures
p. FIU International Travel Committee
q. FIU Export Control
r. FIU Master Contract Hotels
s. FIU Controllers Training Resources:
t. FIU ADA and Accessibility