How to Report Travel Expenses Paid by an Outside Organization

To ensure accurate reporting of expenses paid by an outside organization, follow the below guidelines.

**Before a Trip**

All anticipated trip costs should be listed on the expense lines of a Travel Authorization. If expenses will be paid by an outside organization, list them in the Benefit to FIU or Project field as depicted below.

When an outside organization is paying for all expenses, a Travel Authorization will still need a single expense line for it to be processed. In this case, list the expenses to be paid by an outside organization in the Benefit to FIU or Project field as depicted above and enter a single out of pocket expense with a low dollar amount (i.e., $1) such as what is shown below.
After a Trip
Use the below to determine how to handle expenses paid by an outside organization after the trip concludes.

Domestic Destinations
If all expenses were paid by a third party, cancel the Travel Authorization.

If expenses were partially paid by an outside organization, process an Expense Report with those expenses listed in the Benefit to FIU or Project field as depicted below. List all FIU costs on the expense lines as usual.

Foreign Destinations
Report all expenses paid by outside organizations via the International Travel link on the Expense Report.

When an outside organization paid for all expenses, process an Expense Report with one out of pocket foreign expense line at a low dollar amount (i.e., $1) with the Personal Expense toggle switched to “Yes” such as what is shown below.

If the department initially covered trip costs that an outside organization will reimburse, work with a Travel Prepay Auditor to have the reimbursement credited back to the accounting used.

If the traveler received direct reimbursement for their out-of-pocket expenses from an outside organization, list those on the lines of the Expense Report and switch the Personal Expense toggle to “Yes”. This will ensure that the traveler will not receive a duplicate payment from the University.