

# Florida A & M University

## Travel & Expense Policy and Procedures





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## **1.0 Overview**

The purpose of these Florida A& M University Travel & Expense Procedures is to provide direction for employees and others who undertake travel on behalf of the University. Travel costs are to be allocated and expended within established budgetary limitations and serve an official university purpose. Travelers are not to make commitments to travel or to incur travel expenses without first obtaining the appropriate approvals.

These procedures are intended for university-wide use. However, if an individual organizational unit elects to institute a more restrictive practice for purposes of budgetary control, the Division of Administrative & Financial Services will entertain a request of this nature. Any such departmental amendments to these procedures should be submitted to the Division of Administrative & Financial Services. All university travelers are expected to comply with these Travel Procedures.

The Travel Office is responsible for auditing and processing business-related travel expenses. As a result of the audits, the traveler may receive less reimbursement than requested. Also, additional documentation, justification and/or certification may be required. Travel expenses are subject to further audit by the University's Vice President of Compliance (or designee) and the State Office of the Auditor General.

## **2.0 Legal Authority**

The payment of travel expense is governed by Section 112.061 Florida Statutes and Chapter 69I-42 of the Florida Administrative Code.

## **3.0 Definitions**

- Authorized University Travelers - The following may be considered allowable university travelers when performing authorized travel:
  - Both full-time and part-time employees of the University.
  - University consultants or advisors.
  - Candidates for university executive, professional or faculty positions.
  - University Students - expenses incurred by students are reimbursable if specifically authorized by fellowship, contract, and grant or provide for a clear University business purpose.
  - Non-employees – persons not employed by the university and any individual authorized to travel on behalf of the university in performance of official duties or for clear University business purpose.
  - Parties authorized by Florida law and Board of Governors regulations.

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- Cash Advance – The method used to request advances not to exceed 80% of the estimated travel expenses which will be ultimately reimbursed by the traveler.
- Class A Travel – Continuous travel of 24 hours or more away from official headquarters.
- Class B Travel - Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
- Class C Travel - Travel for short or day trips where the traveler is not away from his/her official headquarters overnight. Class "C" travel is no longer reimbursed by the University.
- Common Carrier - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- Conference – The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for discussion of their common problems and interests. The term also includes similar meetings, such as seminars, which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of state university personnel.
- Convention—An assembly of a group of persons representing persons and groups, 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.
- Foreign Travel - Travel outside of the United States, Puerto Rico, and the Virgin Islands. Travel from/return to a foreign country is considered foreign.
- University employees (e.g.non-university official headquarters) - The official headquarters of a University employee shall be the city or town in which the assigned office is located except that:
  - The official headquarters of a person shall be the city or town nearest to the area where the majority of his or her work is performed, or such other city, town, or area as may be designated by his or her supervisor provided that in all cases such designation must be in the best interests of the University and not for the convenience of the person.
  - When any University employee is stationed in any city or town for a period of over 30 continuous work days, such city or town shall be deemed to be his or her official headquarters, and he or she will not be allowed per diem or subsistence after the period of 30 continuous workdays has elapsed, unless this period of time is extended by the express written approval of the President.
  - A traveler may leave his or her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from his or her regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be



reimbursed for travel expenses in excess of the established rate for per diem allowed had he or she remained at his or her assigned post. However, when a traveler has been temporarily assigned away from his or her official headquarters for an approved period extending beyond 30 days, he or she shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to his or her home in addition to pay and allowances otherwise provided.

- **Physically Handicapped** - Generally this means, any person having a physical disability, including but not limited to blindness, or the loss of one or more life functions leaving that person mobility-impaired (or sensory-impaired) requiring the use of trained animal companions or prosthetic equipment, including, but not limited to, crutches, walkers, canes, or wheelchairs.
- **Portage** - Assistance in carrying or transporting the traveler's luggage and/or materials.
- **Shared Expenses** - Requires a copy of the other travelers travel expense report. If no expenses were incurred by one traveler and all was paid by another, a signed statement is required by the traveler not claiming reimbursement stating what expenses the other traveler paid for them. Meals can only be claimed by each individual traveler.
- **Sponsored Project Travel** - Travel reimbursements are generally limited to those allowed by these procedures governing university-related travel. However, certain sponsored projects (including state grants) may contain provisions that further limit the amount and type of reimbursable travel expenditures. Travelers and/or appropriate sponsored projects personnel should ensure any proposed travel is in accordance with the sponsored project's agreement before the travel begins.
- **Travel Authorization** - Travel on University business must be authorized in advance and requires departmental approval by the individual with budgetary responsibilities. A Travel Authorization, entered into the Travel and Expense Module, is required for all travel.
- **Travel Day** - A period of 24 hours consisting of four quarters of 6 hours each.
- **Travel Expense** - Authorized travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a university purpose and must be within the limitations of these procedures.
- **Travel Expense Report** - The method used to request reimbursement for allowed travel expenses in the Travel and Expense Module.
- **Travel Period** - A period of time between the time of departure and time of return.

## **4.0 Responsibilities**

**Department Travel Approver, Budget, & Sponsored Program Approvers/PI's/** are responsible to review and approve all electronic Travel Authorizations (TAs) and paper



Travel Authorization Requests (TARs) submitted for University business travel. Department Travel Approver & Budget Approvers/PI's are required to ensure electronic budget checking of travel authorizations in the iRattler system prior to approval.

**Travel Representatives** are responsible for initiating Travel Authorizations (TA) for other persons (for individual or group travel) in the iRattler system and obtaining supervisory approval in advance of the anticipated business travel.

**Travel Office** is responsible for administering the travel program in accordance with the procedures outlined in this guide and Section 112.061, Florida Statutes. This includes auditing expense reports and receipts submitted for reimbursement.

**Travelers** are responsible for providing travel representative with request of travel/itinerary prior to Travel Authorization (TA) being completed/submitted in the iRattler system and obtaining supervisory approval in advance of the anticipated business travel. University travelers are also responsible for providing all receipts and required backup for reimbursement and the settling of cash advances in accordance with the procedures outlined in this document.

## **5.0 General Procedures**

### **5.1 Travelers and Travel Representatives**

#### **5.1.1 Travelers**

- Provide the request for travel to department travel representative.
- Verify the chartfield information provided to the travel representative is accurate.
  - This is a critical step because the chartfield information flows to the expense report and charges a budget/program for the associated travel expenses.
- Submit a cash advance request , if a cash advance is applicable.
  - As a rule, cash advances must be requested at least 10 business days before the planned travel start date.
  - Cash Advance will be approved, only after the Travel Authorization is approved.
- Submit reimbursement requests and original receipts to the department travel representative. Detailed information on reimbursements is available in the Travel Expenses section of these procedures.
- Request settlement of cash advances within 10 days of a return to official headquarters in accordance with these procedures. Detailed information on reimbursements is available in the Cash Advances section of these procedures.



### 5.1.2 Travel Representatives

- Initiate the individual or group travel authorization in the iRattler system (electronic).
  - Employees, students, and non-employees must be setup in iRattler with an identification number before travel authorization can be initiated.
    - As a rule, electronic travel authorizations should be initiated at least 15 business days before the planned travel start date.
  - A request for group travel requires a roster of traveler names and FAMU student ID numbers. The roster must be provided to the Travel Office before the authorization is approved.
    - For any group travelers that are not FAMU students, the department should identify each individual on the group roster.
    - A group of employees may not be considered for group travel. Each employee must have an individual travel authorization.
- Verify the chartfield information in the travel authorization is correct.
  - This is a critical step because the chartfield information flows to the expense report and charges a budget/program for the associated travel expenses.
- Initiate a cash advance request (electronic), if a cash advance is to be requested.
  - Cash advances require an approved travel authorization for requested traveler.
  - As a rule, cash advances should be requested at least 10 business days before the planned travel start date.
  - Cash advances are only granted based on 80% of allowable expenditures (hotel, meals, mileage, and rental car) and must total \$200 or more to be approved.
  - Group travel cash advance requests require a roster of traveler names and FAMU student ID numbers. The roster must be provided to the Travel Office once the travel authorization is approved.
    - If any group travelers are not FAMU students, the department must identify each individual on the group roster.
    - A group of employees may not be considered for group travel. Each employee must have an individual travel authorization.
- Make travel arrangements (reservations) after the required approvals are obtained. Initiate the request for reimbursement (iRattler).
  - Verify the existence of an approved travel authorization (TA).
    - Expense report is created from the approved travel authorization request.



- Upload receipts to the expense reports via iRattler T & E module within 10 days of a return to official headquarters. Detailed information on reimbursements is available in the Travel Expenses section of these procedures.
  - Submit a roster with each student’s signature as proof of receipt of benefit.
- Apply the cash advance received to the expense report within 10 days of a return to official headquarters in accordance with these procedures. Detailed information on expense reports is available in the Cash Advances section of these procedures.

## 5.2 Travel Office

### 5.2.1 Audit and Process Cash Advance Requests

- Audit approved cash advance requests (approved and routed electronically in the iRattler system):
  - Review approved TA submitted in the Travel Module (iRattler) to ensure all appropriate expenses were entered.
    - Cash advance is calculated based on allowable expenditures only: hotel, meals, mileage, and rental car.
  - Review cash advance request submitted to the travel office to ensure correct amount was calculated.
    - Cash advance request could be placed on hold or sent back to the travel representative.
      - Reasons for hold and send back
        - Traveler has not settled prior cash advance (**Send Back with comment: prior CA ID and amount**)
          - A daily query will be run for outstanding cash advances:  
**FAMEX\_CA\_NOT\_RECONCILED**
        - Total out-of-pocket expenses are less than \$200 (**Send Back with comment**)
        - If the total amount requested exceeds 80% (**Send Back with comment**)
        - Cash advances without an approved travel authorization will be placed on hold for 3 days and then returned to the travel representative (**Send Back with comment**)



- Prior to approval run query for outstanding cash advances that shows the travel dates schedule for the week. Only process cash advances that are ready to be disbursed.
  - Approved cash advances are processed for disbursement 5 business days prior to travel
- Approve cash advance request in Travel Module (iRattler).
- Reference Forms in ImageNow for group travel and foreign travel
- Resources for processing cash advance request
  - FAMEX\_CASH\_ADVANCE\_2B\_APPROVED
  - FAMEX\_CA\_NOT\_RECONCILED
  - FAMEX\_CA\_AUDIT\_DAILY
- Stage the cash advance payment in the iRattler Travel & Expense module. The cash advance creates an account receivable and is credited when the expense report is submitted and processed.

### **5.2.2 Audit Expense Reports (Reimbursement Requests)**

- Audit approved expense reports (approved and routed electronically in the iRattlersystem):
  - Review dates and times of travel.
  - Review meals allowance rates requested and other expenses to ensure they fall within University guidelines.
  - For conference/convention travel, review the agenda to identify any meals provided, as well as start and end times and dates.
    - Meals provided at a conference/convention/hotel or by other entity are not eligible for reimbursement. For additional information see the Travel Expense Reimbursements section of these procedures.
  - All required original receipts are to be on file within the Department. For detailed information see the Travel Expense Reimbursements section of these procedures.
    - Once the receipts are submitted, review them to ensure they match the amounts requested for reimbursement.
  - Verify any cash advances received are deducted from the reimbursement request.
- Expense reports received in the travel office without receipts will be returned to the travel representative with comments.



- If the expense report can't be approved then it is sent back with comments to the travel representative.
- Stage the expense report in (iRattler) Travel and Expense Module

### **5.3 General Ledger Reconciliations**

- On a **monthly** basis the Travel Office performs the following tasks:
  - Review all outstanding cash advance requests;
  - Notify travel representative of cash advance settlements that are past 10 days;
  - Review outstanding expense reports.
  - Review outstanding travel authorizations.
  - Monitor/reconcile cash advance AR Account

### **5.4 Records Retention**

- Appropriate records retention guidelines will be followed for the retention and disposition of documents.
  - Generally, original documentation should be maintained for three years by the department following the submission of the final financial report unless a sponsoring agency requires it to be maintained for a longer time period.

## **6.0 Expense Guidelines**

### **6.1 Direct Payment of Expenses by the University**

The University reserves the right to make direct payment of travel expenses when such payment may result in a cost savings to the University.

### **6.2 Transportation and Related Expenses**

Travelers are to choose the most practical and economical mode of transportation, and are generally to travel the most direct route. Consideration is to be given to the total cost to the University, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. All travelers are to comply with the following procedures for reasonable transportation expenditures.

- Commercial Transportation - The University reimburses commercial airfares for main cabin accommodations.
  - First class transportation is prohibited. Business class travel will be acceptable on flights lasting longer than 9 hours.

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- Consideration should be exercised when considering the cost and must be approved by the appropriate departmental individual with budgetary responsibilities.
- Whenever possible, discounted or reduced round-trip rates should be considered when available. Many airlines discount flights involving a Saturday night stay over.
  - The traveler may consider the option of extending the stay over a Saturday when the expense of an extra night's lodging and additional meals is less than the savings between the airfare involving the Saturday night stay over and the airfare not involving a Saturday night stay over.
- Air travel is recommended when the cost of an employee's time is an important factor or when travel time by other methods would increase the subsistence expense.
- Ticket Purchase - Transportation arrangements are to be made directly by the traveler/department or Travel Office.
  - The traveler must retain all transportation ticket receipts for purposes of documenting Travel Expense Report reconciliations. This includes showing the purchase amount of the ticket and method of payment.
  - Penalties for cancellation of discounted airline tickets, may be paid from university funds only if the cause for cancellation is in the best interest of the University or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave.
    - If the ticket is canceled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from university funds.
    - Although the savings realized from the use of such tickets may be considerable, it should also be kept in mind that the penalties for cancellation of the tickets are generally substantial.
    - Travelers or persons making travel arrangements should carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket in order to avoid or at least minimize the cancellation penalty on these tickets. The cancellation penalty amount of the ticket is \$200.00 and/or the difference in the flight if changes are made to ticket.
    - When it is determined that it is in the best interest of the University to cancel a ticket and pay the cancellation penalty, justification detailing the circumstances surrounding the cancellation must be included in the Travel Expense Report submitted to the Travel Office.
  - Charges assessed for the replacement of lost tickets are not reimbursable, and will be borne by the traveler.

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- Ticket will not be purchase for locations that are 5 hours or less to reach the traveler destination.
- Private Automobile - When travel by private automobile is chosen over commercial transportation in order to save time, to transport equipment, or to reduce costs when a number of people are traveling together to the same destination, reimbursement to the traveler is made on the basis of mileage traveled.
  - The reimbursement rate is set at the state government mileage allowance rate in effect at the time of travel. The current mileage rate is .445¢.
    - The mileage allowance covers all operating costs of the vehicle. Repair costs are not reimbursable, whether they result from the traveler's acts or the acts of others.
  - Parking charges and ferry, bridge, tunnel and road tolls are reimbursable in addition to the mileage allowance.
  - An accurate daily record of miles traveled is to be maintained.
  - Upon completion of travel, mileage and expenses are to be submitted on a Travel Expense Report in the Travel and Expense Module.
- Automobile Rental - Travelers whose transportation is provided by rental vehicles shall make use of any State contract for rental vehicles which may be in effect at the time of the travel.
  - Failure to use the State contract(Enterprise/National) for rental vehicles will require written justification by the traveler. In the event the traveler fails to justify use of other than the State contract, any additional cost will be borne by the traveler.
  - The cost of rental vehicles may be charged to a personal credit card.
    - The state contract requires the rental of a compact (Class B) or less, or a justification, signed by the traveler, of the necessity for a larger vehicle. Reservations are highly recommended. Be sure to retain the confirmation number for future reference. In the event a compact size vehicle is reserved but at the time of rental is not available, a larger vehicle should be substituted at no additional cost.
  - Enterprise/National should be used only when vehicle rentals are required for official business.
    - In the event a rental vehicle is for a business trip combined with portions of annual leave, the traveler will pay the difference for rental for annual leave days.
    - It is suggested that the traveler pay with a credit card, requesting travel reimbursement for only the portion of official business usage.



- If it is necessary to rent a vehicle from a non-contract vendor, the renter should purchase collision and comprehensive coverage insurance on the rental vehicle through the vendor.
  - o Do not purchase liability coverage.
- o Enterprise/National requires that the vehicle is returned with a full tank of gas. Gas receipts are required for reimbursement (see page 13).
- **Miscellaneous Transportation-Related Expenses**
  - o Tolls - Tolls are reimbursable. Please provide receipts.
  - o Parking - Necessary charges for parking will be reimbursed, including airport parking fees. The actual amount paid for mandatory valet parking and for valet tips that do not exceed \$1 per occasion and which were incurred in the performance of public business will be reimbursed. Parking fees \$25 and under do not require receipts.
  - o Traffic Fines - Traffic and parking fines received while driving rental, personal, or University-owned vehicles are not reimbursable.
  - o Shuttle Service - The cost of shuttle service to and from airports and railroad stations, plus reasonable tips (15%), is reimbursable.
  - o Taxi Service - Taxi fares are reimbursed when public transportation or shuttle service is not practical. Actual tips paid to taxi drivers, which shall not exceed fifteen percent (15%) of the fare, will be reimbursed.

### **6.3 Lodging, Meals and Related Expenses**

Travelers are expected to use prudent judgment in the selection of hotels and restaurants while traveling on official university business. Expenses for lodging and meals are reimbursed either on an actual, reasonable expense basis.

The traveler may elect:

1. Daily meal allowances.

Meals reimbursement for these expenses is the payment to the traveler of a fixed amount up to \$36 per day based on the departure and return time to traveler official headquarters to cover the cost of meals and all related incidental expenses necessarily incurred.

2. The amount permitted for meals plus actual expenses for lodging at a single occupancy rate to be substantiated by itemized paid receipts.

Personal expenses, such as guest accommodations, room service, entertainment and other non-business charges, are the responsibility of the traveler.

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Lodging - Lodging reimbursement is limited to single occupancy unless rental accommodations are shared by more than one authorized traveler.

- The university requires justification for a single room rate that exceeds the maximum lodging amount per Section 112.061, Florida Statutes, unless a conference/convention hotel rate is used or the rate claimed is less than the stated conference/convention rate.
  - The traveler may use a personal credit card or personal funds to pay the lodging bill.
    - If using personal funds, the traveler will be reimbursed for the actual expense of the lodging.
    - To secure reimbursement following completion of travel, the itemized hotel bill showing the actual amount paid or a \$0 balance due and method of payment must accompany a properly completed Travel Expense Report.

Meals – Meals are reimbursed during the travel period based on Florida Statute 112.061. Refer to <http://www.famu.edu/index.cfm?controllers&TravelForms>

<b>.BREAKFAST \$6.00</b>	<b>LUNCH \$11.00</b>	<b>DINNER \$19.00</b>
DEPART <b><u>BEFORE</u></b> 6:00 AM	DEPART <b><u>BEFORE</u></b> 12 NOON	DEPART <b><u>BEFORE</u></b> 6:00 P.M.
RETURN <b><u>AFTER</u></b> 8:00 AM	RETURN <b><u>AFTER</u></b> 2:00 PM	RETURN <b><u>AFTER 8:00 PM</u></b>

- No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the University or for meals provided by a hotel.
  - Meals included in the cost of registration or provided by a hotel must be deducted from the per diem reimbursement and may not be claimed for subsistence.
- The University may reimburse authorized travelers for foreign travel at the current rates of per diem as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)". These rates may be obtained from the Travel Office or at the following website: <http://state.gov/travel>
- Business Expenses - Other expenses normally associated with travel that are reimbursable regardless of whether a traveler receives lodging and/or meal reimbursement on an actual expense. These include registration fees, business telephone

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calls made while on approved travel, and miscellaneous expenses clearly related to the purpose of the travel and fully documented as such.

- Registration Fees - University employees are frequently required to pre-register for conferences. Prepayment for registration fees may be done by a payment request form, or by personal funds.
  - Whether registration fees are paid by pre-payment or paid at the conference, the registration form and/or conference brochure stating the amount of the registration and what is included (meals, lodging, etc.) must accompany a properly completed Travel Expense Report.
  - The method of payment used to pay the registration fees must be clearly communicated within the Travel Expense Report.
  - All travelers who attend a conference, convention, workshop, seminar or meetings requiring a registration fee are required to submit a copy of the agenda with the Travel Expense Report.
- Communication Expenses - Communication expenses incurred as a result of University business and substantiated by receipts, are allowable. Communication expenses include telephone, wire, email and/or fax.
  - Communication expenses to contact the traveler's family or for other non-business purposes is not eligible for reimbursement. Any calls to a traveler's personal residence for which the traveler is asking reimbursement must be justified.
- Portage - Portage charges shall not exceed \$1 per bag or a total of \$5 per occasion. Each occasion should be reported separately on the Travel Expense Report. Tips for maid services are not reimbursable.
- Incidental Travel Expenses - The traveler may be reimbursed upon presentation of a receipt for the following:
  - Actual laundry, dry cleaning, and pressing expenses when official travel extends beyond seven days and such expenses were necessarily incurred to complete the official business portion of the trip.
  - Actual passport and visa fees required for official travel.
  - Actual and necessary fees charged to purchase traveler's checks for official travel expenses.
  - Actual fee charged to exchange currency necessary to pay official travel expense.

Gas receipts for Enterprise/National rental and state vehicles are reimbursable. Personal vehicle use is reimbursed based on current mileage rate (see page 10). The university utilizes Florida Department of Transportation mapping for Florida cities:

<http://www.2.dot.state.fl.us/citytocitymileage/viewer>



## **6.4 Non-Employee Travel Expenses**

The travel expenses of non-employees (e.g., non-university students, prospective employees, speakers, consultants) are reimbursed when required by authorized contractual agreement or when approved by the responsible organizational unit head. Reimbursement is made in accordance with the procedures stated in this document.

The University does not generally reimburse travel expenses incurred by a spouse. Any employee who travels with a spouse is expected to pay for all incremental costs associated with the spouse's travel including transportation costs; additional lodging expenses, if any; meal expenses; and any registration fees.

## **6.5 Foreign Travel**

All foreign travel must have a signed Foreign Approval Form before Travel Authorization is established in the Travel and Expense Module.

Travelers should read appropriate U.S. Department of State advisories before beginning travel to a foreign destination and in general exercise prudence whenever traveling to a foreign location. Travel advisories are available on the internet at <http://state.gov/travel>. The University may reimburse authorized travelers for foreign travel based on the current rates of per diem as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)".

The federal Publication "Standardized Regulations, Foreign Areas" provides for foreign per diem rates made up of three components:

- A maximum lodging allowance. Exceptions can be made with appropriate justification,
- A meal allowance for each meal, and
- An allowance for incidental expenses - The University does not reimburse a traveler for incidental expenses based on a per diem basis, but only actual expenses incurred.

Receipts must be provided to support the cost of all lodging for reimbursement up to the prescribed maximum. Lodging costs which exceed the maximum allowable are acceptable if the traveler stays at the conference hotel. Incidental expenses must be supported in accordance with University travel regulations. No receipts are required for per diem meal reimbursements.

Rates for foreign travel will be paid at the foreign meal allowance rate from the time the traveler leaves his or her headquarters, unless the traveler spends the night in an alternate U.S. location. Foreign travel rates would also be used upon the return trip until the traveler returns to headquarters, unless the traveler spends the night in the U.S. before returning to headquarters. Domestic travel rates would then be used. Rates for foreign travel shall not be



claimed for any quarter in which domestic meal allowances or per diem is claimed. Foreign meal allowances are paid at the rate based upon the location for which lodging occurs.

When preparing the Travel Expense Report, amounts will be entered in U.S. dollars. If receipts are in a foreign language and currency, each item should be identified and the rate of exchange for conversion to U.S. dollars (USD) should be noted. The applicable USD exchange rates are those rates which are in effect the day the transaction occurs, for example the day a hotel bill is paid. Primary sources for these rates are The Wall Street Journal, banks, currency exchange receipts provided by the traveler and on the Web at <http://www.oanda.com/cgi-bin/ncc>.

## **6.6 Worker's Compensation for Injuries Incurred during Travel**

University travelers are eligible for worker's compensation benefits during periods of travel which are necessary to perform the official business of the University. Travelers are not eligible for worker's compensation benefits during activities which deviate from the normal course and scope of the official business, such as vacations or personal enterprise, even though the activities may be combined with periods of travel for official business.

- Claims and inquiries regarding worker's compensation benefits should be directed to Human Resources.
- Travel authorization requests provide substantiating documentation which may be useful in the verification of claims.
- Failure to comply with university motor vehicle regulations, such as speed limits and use of seat belts, may result in reduced workers' compensation benefits should an accident occur while on official business.

## **7.0 Reimbursement Guidelines**

### **7.1 Travel Expenses**

University travel is reimbursed only on the basis of reasonable expenses incurred, subject to the limitations set forth in these procedures. Original receipts are required for all major travel expenses, including airfare, hotel, and car rental, and all individual expenses that exceed \$25.00. The University reimburses expenses on the Travel and Expense Report without receipts for the following expenditures, as detailed in the Lodging, Meals and Related Expenses section of these procedures: meals based meals chart on page 12 and <http://www.famu.edu/index.cfm?controllers&TravelForms>; mileage based on the state of Florida rate; and allowable incidentals up to a maximum of \$25.00 per incident.

When a meal is included in a registration fee, or is provided by another entity the meal allowance must be deducted from the reimbursement claim, even if the traveler decides for personal reasons not to eat the meal. Pursuant to Section 112.061(8)(a) 5, FS, actual expenses

## Florida A & M University Travel & Expense Policy & Procedures

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for banquets and other meal functions that are not a part of a basic registration fee will not be reimbursed. In the case where a meal is provided by a hotel or airline, the traveler will not be allowed to claim the meal allowance provided by law.

- Requests for reimbursement are to be submitted on a Travel Expense Report in the iRattler Travel and Expense Module.
- Original receipts should be taped to the Expense Receipt Header page and scanned and uploaded to the travel expense report.
  - Individuals responsible for approving Travel Expense Reports are to ensure that expenses are appropriate and that all required original receipts and supporting documentation are scanned.
    - In all cases, there must be a clear trail from the receipted amounts to the amounts claimed on the expense report, or the amounts may be disallowed. ***Please provide justification for all exceptions in ER comments.***
- Travel advances must be also reconciled on the Travel Expense Report.
  - If the amount of a travel advance exceeds travel expenditures, the unused portion of the advance is to be returned to the University within 10 business days of the traveler's return to official headquarters.
    - The reimbursement to the University must include a check or money order payable to Florida A & M University, and should include cash advance ID number and a legible photo copy of the employees' driver's license for personal checks.
- Approved Travel Expense Reports (electronic) accompanied by receipts and supporting documentation should be forwarded to the Travel Office for audit review within 10 business days of the traveler's return to official headquarters.
- Cash advances must be reconciled within 10 business days of the traveler's return to official headquarters.

Travel expenses of travelers must be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the University and must be within the limitations of these procedures.

- Travel expenses of employees for the sole purpose of taking merit system or other job placement examinations, written or oral, are not allowed.
- A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the University may continue to receive subsistence during this period of illness or injury until such time as he or she is able to perform the official business of the University or returns to his or her official headquarters, whichever is earlier.



## **7.2 Travel Advances**

The University may authorize payment up to 80% for all approved travel, excluding student group travel which may be authorized up to 100%. In order to receive a travel advance, a traveler representative must request the advance using the Travel and Expense Module and must preauthorize (electronically or in writing) the University to garnish wages if they do not settle their advance within the defined time frame of 30 workdays after the return to the official headquarters.

Only university employees are eligible to receive an advance unless a grant specifically states otherwise. Current travel advance procedures provide for the following:

- A traveler shall not have more than one advance at a time.
- Cash advances are only granted based on 80% of allowable expenditures (hotel, meals, per diem, mileage, and rental car) and must total \$200 or more to be approved.
- The advance must be settled no later than 10 working days after the return to official headquarters.
- If not settled within 30 workdays, FAMU will garnish a traveler's wages through Payroll.
- If the travel advance results in payroll garnishment, then the traveler will not qualify for future travel advances.

## **7.3 Computation of Travel Time for Reimbursement**

For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

- The travel day for Class A travel will be a calendar day (midnight to midnight). The travel day for Class B travel will begin at the same time as the travel period. For Class A and Class B travel, the traveler will be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within his or her travel period. Class A and Class B travel will include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.
- The allowance for meals will be based on the following schedule:
  - Breakfast - When travel begins before 6 AM and extends beyond 8 AM.
  - Lunch - When travel begins before 12 PM and extends beyond 2 PM.
  - Dinner - When travel begins before 6 PM. and extends beyond 8 PM., or when travel occurs during nighttime hours due to special assignment.



- When travel is to multiple locations, the last business location where you sleep is where your meal allowance is calculated from no matter what portion of the day you are at that location.
- Travelers are allowed up to 1 day on domestic travel and 2 days on foreign travel to reach destination.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters. As noted earlier, Class C meal allowances/per diem are not permissible.

#### **7.4 Requirements for Reimbursement of Expenditures by Physically Handicapped Travelers**

When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized, and the excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary to the safe travel of that individual.

- All such claims for reimbursement of excess travel expenses must be submitted with sufficient documentation.
- A physically handicapped person needing special travel considerations must submit a request for such special needs through the Americans with Disabilities Act Office, 676 Ardelia Court, Building # 5.