

This pamphlet gives a summary of travel requirements: forms, deadlines, allowable expenses, per diem, hotel-plus-meals and foreign travel. It will help to clear up some confusion about commonly-used acronyms and definitions. At the end are some FAQs you may find helpful.

What it does NOT do is give a perfectly clear picture of everything involved. So, please feel free to ask the MOB Coordinator about specific situations.



There are really only two things to remember about traveling on official University business:



The T-Auth must be submitted to the Travel Office for approval at least 5 days before travel begins;



An ER for travel expenses, with original receipts, must be filed within 5 days after the end of the travel.

Filing a T-Auth serves three purposes:

- 1) officially authorizes you to travel;
- 2) encumbers travel funds; and
- 3) provides proof of your official travel status for insurance purposes.

Filing the ER also serves three purposes:

- 1) provides receipts to the University so it can pay its bills;
- 2) reimburses you for allowed expenditures so you can pay your bills;
- 3) returns unused encumbered funds to the budget.

HOW IT WORKS

Fill out an MOB Travel Expense Work-sheet, available in the Forms section of the MOB Blackboard site. Be sure to include the date and time of departure from Tallahassee, and the date and time of arrival back in Tallahassee. The Coordinator will prepare the T-Auth for approval and signature from the information you provide on the worksheet.

When you return from the travel, bring all receipts and a copy of the conference/workshop program it there was one. The Coordinator will prepare the ER for approval and signature from this information.

ALLOWABLE REIMBURSEMENTS

These include the following, and must be supported by *original receipts*:

- ♦ train and air fares;
- ♦ car rentals;
- ♦ hotel bills;
- ♦ registration fees not prepaid by the University;
- ♦ bus, taxi or cab fares
- ♦ tolls
- ♦ parking for personal or rental cars
- ♦ phone, fax, and telegram charges necessary to carry out official business only;
- ♦ gas for rental cars out-of-state.

PER DIEM? HOTEL-PLUS-MEALS??

You can choose to be reimbursed for travel expenses either by receiving a flat per diem rate based on a four-quarter day, or by submitting a hotel receipt and getting a flat meal rate.

The flat per diem rate is \$80 per full day and covers all lodging and meals, therefore, no receipts are required.

If you choose hotel-plus-meals, you will be reimbursed the total hotel room cost (but not for room service or non-business telephone calls) plus a flat meal allowance. The *original* hotel receipt must be submitted. Meals are reimbursed **only** at the rate of \$6 for breakfast, \$11 for lunch and \$19 for dinner, regardless of how much you spend.

FOREIGN TRAVEL

You must use U.S. carriers to fly to, from and in foreign countries if connections are available for your use. Justification for using any foreign air carrier must be submitted with your T-Auth.

Allowable types of reimbursement are generally the same as in the U.S. There is a difference, however, in the amount of the flat per diem rate of reimbursement.

Foreign flat per diem rates are set by the U.S. Government, and are different from city-to-city and country-to-country. If you choose the flat per diem rate, you will be reimbursed on a four-quarter day basis at the rate of the particular city on the particular day.

Choosing hotel-plus-meals reimbursement works the same as in the U.S.: the hotel receipt must be submitted. In this case, however, the meal rates are set by the U.S. Government on a city-to-city, country-to-country basis.

“Foreign travel” begins when you leave U.S. soil and ends when you leave foreign soil. Travel from your official headquarters to the international airport and back is considered “domestic.” Also, the foreign rate will not be paid for any quarter day in which domestic meal allowances or per diem are claimed.

ACRONYMS

ER: Expense Report
T-Auth: Travel Authorization
EFT: Electronic Funds Transfer (no paper check)
NFT: No Funds Travel

DEFINITIONS

Advance Registration Payment: The University will pay your conference registration fee if you submit an Advance Payment Request form **WITH** the T-Auth *at least 30 days prior to the deadline for payment or date of departure.*

Cash Advance: The University will provide an advance in the amount of 100% of the expenses itemized on the T-Auth, if a request is submitted **WITH** the T-Auth *at least 25 working days before travel begins.* You will receive the advance by EFT approx. 5 working days before travel begins. Advance monies not used during travel must be reimbursed.

Contract Carriers: State has negotiated with these carriers

*Airline: None on contract at this time.

*Car Agency: Avis (**compact sized car only**)

Travelers must use these carriers when traveling on official University business. If the contract carrier is not used, *justification must be submitted with your ER* and may not be approved.

NFT: If you travel on official business but will not submit a claim because the expenses will be paid by someone else, this form will provide proof of official travel status for insurance purposes.

ER: An ER must be submitted with all required receipts *within 5 days after official travel ends* (or within 3 days if you received a Cash Advance). You will receive any reimbursement due to you by EFT.

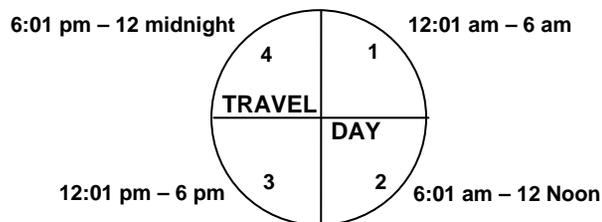
T-Auth: Must be in the Travel Office *at least 5 days prior to the start of travel*. If it is not properly filed, the University is not obliged to reimburse you, since funds were not encumbered in advance.

T-Auths not approved in advance must be submitted with the ER and *accompanied by a Memo signed by your supervisor* explaining why advance approval was not secured. The University does not guarantee reimbursement of travel expenses if the T-Auth was not submitted and approved before the start of travel.

QUESTIONS??? ANSWERS!!!

What does “per diem on a quarterly basis” mean?

Per diem is calculated on a 24-hour day consisting of four 6-hour quarters:



In the U.S., each quarter-day is worth \$20.00, or a total of \$80 for a 4-quarter day. If you travel during any part of a quarter, you are paid for the entire quarter. Therefore, if you began a trip at 5:59 am and ended the trip at 6:01 pm, you would be paid for 4 quarters (\$80). But if you began at 6:01 am and ended at 5:59 pm, you would only be paid for 2 quarters (\$40).

What if I lose or forget a required receipt?

Prepare a memo to the Travel Office to accompany the ER, noting the amount and describing the situation.

Why can't I get reimbursed for gas when I drive my own car?

Florida Law sets reimbursement for personal car use at the rate of 44.5¢ per mile: this covers both gas and wear-and-tear. Mileage includes in-state point-to-point travel according to the official State of Florida map *or* mileage from Tallahassee to any out-of-state location as established by the Travel Office, plus up to 40 vicinity miles per day.

Why can't I get reimbursed for the actual cost of meals?

Meal rates are set by Florida Law, and no deviation is allowed.

Can I pay expenses for a fellow traveler, either partially or in full, and be reimbursed for those expenses?

Yes, and there are 2 ways to do it. Either the fellow traveler files an NFR form, and you claim all expenses for both, or each of you pays certain expenses, and when the ERs are submitted you only claim those expenses you paid for. In the first case, a copy of the fellow traveler's NFR form is filed with your ER as proof that the first traveler made no claim for expenses. In the second case, the ERs *must be submitted at the same time and cross-referenced to show that only one of you is claiming reimbursement for each particular expense*.

What if I get sick while on official travel?

There are procedures for you to follow if you should become ill while traveling. Contact your home office or supervisor as soon as possible, and arrangements can be made.

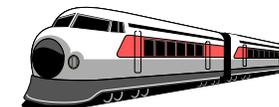
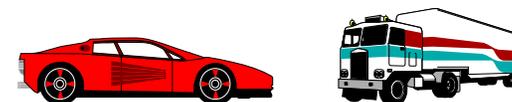


Lyn Kittle, Academic Coordinator
Institute of Molecular Biophysics
Florida State University
Tallahassee, FL 32306-4380
(850) 644-1012

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All you ever wanted to know about

TRAVEL



but were

AFRAID

to ask!