

Student
Travel
Guide and
requirements

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Travel Information

If you are traveling on Behalf of FAU, the following information must be completed and submitted before travel.

- 1. Student Travel Requirement:** All students traveling falls under the purview of Student Affairs & Enrollment Management, which requires a notification to travel be submitted for all travel.
<http://www.fau.edu/studenttravel/>

A) Extremely important: If your professor is paying for travel on their p-card for your registration, hotel ect. We need the student travel notification information completed right away (see link above) for we must attached the Student travel approval letter and the Code of Conduct with the agenda in order to do a spend authorization for approval within the time allotment of 20days in workday.

See on link above for deadline requirements for submitting to Student Affairs and Enrollment Management.

2. Travel Requirements Before Departure Date:

- ✓ **Need** Letter of Approval from student travel office and Student Travel Code of Conduct submitted to office a Minimum of 5 days before departure in order to be approved in workday. (must be submitted earlier if items are on a pcard)
- ✓ **International travel**, must give additional time in order for travel to be approved for students, see link above
- ✓ Registration and Airfare ect., should not be purchased before travel is approved in workday
- ✓ **All Travel must be approved in workday before departure date.**

3. P-Card Requirement: (credit card)

If your professor is using a pcard to pay for your travel-registration-hotel ect. Reservations must be in your name. Please make sure to indicate that on your travel form that your professor will be using Pcard and an estimate of each charge. See requirements for each type of invoice. This is extremely important for we must have two spend authorizations. One under Pcard holders name for charging the expense in workday and one under traveler's name for reimbursement to traveler

All Travel and invoices must be listed under your name, whether it is on PCARD or for Reimbursements. (We cannot reimburse if you choose to put it under someone else name)

4. Travel Forms Required

1. **Students travel forms required in addition to forms below:** Letter of Approval from student travel office and Student Travel Code of Conduct
 - A) Research Accounting Travel Information form:** used for travel that does not have an agenda (for pcard charges or out of pocket reimbursements you will also need to fill out a Travel Spend Authorization form)
 - B) Travel Spend Authorization form:** used for travel for conference/workshops that have an agenda and for items that are being put on pcard or for out of pocket expense reimbursements.
 - C) Complimentary Travel** (only used when travel is for FAU business but no reimbursement necessary)
 - D) All Travel Must include justification for travel and benefit to the state**
- ***All travel must include dates and times of departure and returns

5. Registration for a Conference

- a) Do not put registration on a Pcard if meals are included, pay out of pocket and you will be reimbursed for the registration minus the meal. *Food/banquet tickets etc. are not allowed on pcard.
- b) On pcard or for reimbursement - Send copy of Registration and agenda for processing
- c) invoice must show proof of purchase
- d) If conference itinerary includes meals, they will be deducted if you are being reimbursed for meals.

6. Airfare/baggage

- a) class of service must be economical rate
- b) Invoice must include time of departure/return
- c) baggage charges-receipts required (will not cover additional baggage) You can though justify additional baggage if you are taking items that are required for research purposes)
- d) upgrades are at travelers expense
- e) Cancelled tickets are at traveler's expense.
- f) invoice must show proof of purchase
- g) Upon return- turn boarding passes into office. This is your proof that you traveled(if you do not get a boarding pass, turn in your flight travel agenda(e-ticket)

7. Hotels

A) \$150 is the maximum allowed (if you go over this amount only up to \$150 will be reimbursed and if on pcard you will have to reimburse FAU)

Hotels at conference location can be justified if over the \$150.00

B) If hotel is in Florida and a Pcard was used, no tax is allowed (you will have to contact hotel to have tax removed if it is on a pcard)

C) Do not put the following items on your hotel bill if you are using a pcard. If you use your personal credit card, the items will be deducted from the reimbursement.

1. Meals

2. Room service

D) On Pcard-or for reimbursement-Send copy of itemized Hotel Invoice for processing (invoice must include daily charges) if you use an online travel company like orbitz, you must request from the hotel an itemized invoice.)

E) Invoice must show proof of purchase (you can use credit card statement as proof if necessary)

G) Domestic lodging will be reimbursed at the single occupancy rate unless a room is shared by multiple University travelers resulting in a cost savings to the University. If the hotel receipt indicates double occupancy and the room is not shared with other University traveler(s), the reimbursement must be reduced or you must provide confirmation that the rate is the same for single and double occupancy is required.

Please note - that if the traveler is using State Appropriated E&G or Carryforward funds or Contracts and Grants funds, no justification is acceptable for lodging amounts over \$150 if the event was organized in whole or in part by a State of Florida agency or university. Difference over \$150 must be paid from an alternative funding source.

8) Mileage- \$.445 cent per mile

a) On a separate spreadsheet include the following.

1. Date and times of departure and return and each location traveled too.
(Extremely important)

2. Attach a map(*google* map or campus to campus map found in workday)

3. For a personal vehicle gas cannot be claimed

9) **Car Rental**

1. Use Avis/Enterprise –see link below.

<http://www.fau.edu/controller/travel/car-rental/>

(this is preferred for we have a FAU contract and If you choose not to use Enterprise/Avis you will be reimburse at the FAU contract amount)

2. Rent Compact car only (justification will be required if you do not rent a compact car)

3. For pcard charges or reimbursement, an itemized invoice is required

4. If gas is purchased for car rental- you can be reimbursed (must have receipt)

10) **Meals per diem-domestic**

Meals per diem-domestic reimbursed as following:

breakfast (\$6.00)

Before 6am and extend past 8am

Lunch (\$11.00)

before 12pm and extend past 2pm

Dinner (\$19)

Before 6pm and extend past 8pm

Meals for international travel will be reimbursed at the U.S. Department of State Foreign Per Diem Rate website.

11) **Tolls/Parking/Taxi**

1. Must have receipt to be reimbursed

2. Tips not to exceed %15 of Taxi fare or \$1 parking

12) **Miscellaneous**

A) Items required to do research that are purchased while traveling can be reimbursed (must have receipt and justification)

13) Items not allowed on pcard or not reimbursed (see Expense/travel policy and procedures for full list)

- A) Alcohol
- B) room service
- C) Limo service
- D) Personal travel Insurance
- E) Rental car insurance option for personal accident waiver
- F) Personal phone calls
- G) Tours, side trips, etc which do not benefit the state
- H) Traffic Fines or parking violations
- I) Mileage between home and official place of work.

14) **Upon return/reimbursements**

Submit all itemized invoices for reimbursement.

Reimbursements will be taxed if invoices not received within 60 days of trip end date

If you are unsure, please ask before purchasing.

For Additional information please see Expense/Travel Policy and Procedures
<http://www.fau.edu/controller/travel/pdfs/PolicyUpdates.pdf>

Delegation Set-Up

To have delegation set up so that travel and reimbursements can be input in workday.

Start	Log in to workday using your FAU Net ID https://sso.fau.edu/login?entityId=http://www.workday.com/fau&service=https://sso.f
Type "My Delegations" into to the search box in the top left hand corner	
Click	Manage Delegations
Begin Date	Today Date
End Date	06/30/2025 or a later date
Delegate	Select the name of the current Travel and reimbursement approver –Rebecca Dixon Select the name of the back up approver – Lucetta Richards Select the name of the back up approver- Cynthia Berman
Start On My Behalf	Create Spend Authorization Create Expense Report
Do Inbox Tasks on My Behalf	Expense Report Event
Retain Access to Delegate Tasks in Inbox	✓ Please check
Submit	enter ↓

