**Biological Science Department**

****

Student Travel Guidelines

**Table of Contents:**

1. **Student Travel Requirement (page 1)**
2. **Departmental Form Required: (page 1)**
3. **Departmental and Student office Deadlines (page 1)**
4. **Travel Forms Definition (page 2)**
5. **P-Card Purchase Requirement (Credit card) (page 2)**
6. **Invoice Requirements (page 3)**
7. **Registration (page 3)**
8. **Airfare/baggage (page 3)**
9. **Car Rental (page 3)**
10. **Gas for Car Rental (page 4)**
11. **Mileage (page 4)**
12. **Hotel (page 4)**
13. **Meals Per Diem (page 5)**
14. **Miscellaneous (page 5)**
15. **Non-Reimbursable items (page 6)**
16. **Reimbursements upon return (page 6)**
17. **Delegation instructions**

**Student Travel Requirements:**

All **students traveling on behalf of FAU,**

must submit paperwork to the student travel office.

See link below for Student Travel requirements and deadlines: <https://www.fau.edu/studenttravel/>

**For Student travel awards application please see link below for deadlines** [**https://www.fau.edu/studenttravel/notification/**](https://www.fau.edu/studenttravel/notification/)

**Departmental Forms required:**

* + Student Travel Approval letter
	+ Code of Conduct form
	+ Agenda (conferences and meetings)
	+ Student travel Authorization and Reimbursement form
	+ International travel must do travel insurance and a travel liability waiver form.

**Departmental and Student Travel Office Deadlines**

**Domestic travel**

* **Student Travel Office**- For us to submit in Workday on time, submit no later than 15 days prior to your departure date. (30 days if you are requesting student travel award)
* **Departmental**: a minimum of 5 business days before your departure date.

**International travel**

* **Student Travel Office**- For us to submit in Workday on time, submit no later than 35 days prior to your departure date. (40 days if you are requesting student travel award)
* **Departmenta**l: Minimum of 10 business days before your departure date

(All travel must be fully approved in workday before your departure date)

# Travel Forms Definition

1. **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)
2. **Student Travel Authorization and Reimbursement:** used for travel for conference/workshops that have an agenda (please clearly show payment method Pcard or out of pocket). Also used for Complimentary travel: - which means no reimbursements.
3. **Blanket Travel:** going on multiple trips to the same location for research. Only need Research Accounting Travel form if no reimbursements. Otherwise will need both A and B forms above if you are requesting a reimbursement.
	* All Travel forms **MUST** include justification for travel and benefit to the state
	* All travel must include dates and times of departure and returns
	* Please include student travel award if you have requested one

**P-Card Purchase Requirements: (credit card)**

If your professor is using a Pcard to pay for your travel-registration-hotel ect. , then reservations must be in your name. Please make sure to indicate on your student travel form authorization form that your professor will be using Pcard and an estimate of each charge.

**Hotels in Florida**: receipt must be sales tax exempt (if not tax, exempt you will have to contact them for a tax refund). Tax is not allowed on the Pcard.

**Registration: Only the registration can be put on the Pcard. I**f the registration includes Meals, Food/banquet tickets, you will have to pay these items separately out of pocket.

# Invoice Requirements (on Pcard or for reimbursement)

* **All invoices must be itemized and show payment method and must be listed under your name. (We cannot reimburse if you choose to put it under someone else’s name)**
* **Transportation: please choose most economical mode, for reimbursements will be based on most economical mode of transportation**
1. **Registration for a Conference Invoice**
	* Send copy of registration and conference agenda
2. **Airfare/baggage Invoices**
	* class of service must be economical rate
	* Invoice must include time of departure/return
	* baggage charges-receipts required (will not cover additional baggage) You can however justify additional baggage if you are taking items that are required for research purposes.
	* Items Non-Refundable: Flight insurance and Seat upgrades
3. **Tolls/Parking/Taxi (uber)**

Must have an itemize receipt to be reimbursed (includes dates, payment method)

* + Tips not to exceed 15% of Taxi fare or $1 parking
1. **Car Rental**
	* Use Avis/Enterprise –see link below. (if you choose to use different company, you will only be reimbursed up to the amount of the contract with avis/enterprise)

<https://www.fau.edu/procurement/travel/car-rental/>

* + - Rent Compact car only (justification will be required if you do not rent a compact car)
		- For Pcard charges or reimbursement, an itemized invoice is required
1. **Gas for car rental**

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

1. **Mileage- $0.445 cent per mile (google map required)**

On an Excel spreadsheet include the following:

* + Date and times of departure and return and each location traveled to. (Extremely important)
	+ Attach a ma*p (googl*e map or campus to campus map found in workday)
	+ For a personal vehicle, gas cannot be claimed
1. **Hotel Invoice**
	* Single /standard occupancy only. Should select the hotel room as close to $175.00 per night. For areas where requirement is unobtainable submit backup for conference venue or competitive rates for the area.
	* 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.
2. **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.
	* Meals
	* Room service
3. Send a copy of the itemized Hotel Invoice with payment method for processing (invoice must include dates and daily charges). If you use an online travel company like Orbitz, you must request from the hotel an itemized invoice.
4. **Meals per diem-domestic**

Meals for domestic travel are based on times of departure and return. Travel must be overnight and more than 50 miles away

Breakfast $6.00

|  |  |
| --- | --- |
| First day-Departure | Last Day-Return |
| Before 6am | Past 8am |

Lunch $11.00

|  |  |
| --- | --- |
| First day-Departure | Last Day-Return |
| Before 12pm | Past 2pm |

Dinner $19.00

|  |  |
| --- | --- |
| First day-Departure | Last Day-Return |
| Before 6pm | Past 8pm |

* Non-refundable:
	+ No meal reimbursement for ONE DAY travel not involving an overnight stay
	+ Alcoholic beverage(s)
	+ Room service
* Meals for international travel will be reimbursed at the U.S. Department of State Foreign Per Diem Rate website.
1. **Miscellaneous**
	* Items required to do research that are purchased while traveling can be reimbursed (must have an itemized receipt and justification)
2. **Non-Reimbursable items**

Some of the Items not allowed on Pcard or not reimbursable (see Expense/travel policy and procedures for full list)

* + Food
	+ Alcohol
	+ room service
	+ Limo service
	+ Personal travel Insurance
	+ Rental car insurance option for personal accident waiver
	+ Personal phone calls
	+ Tours, side trips, etc. which do not benefit the state
	+ Traffic Fines or parking violations
	+ Mileage between home and official place of work.
1. **Upon return/reimbursements**

Submit all itemized invoices for reimbursement with Student Travel authorization and reimbursement form.

**Reimbursements will be taxed if invoices are 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://www.fau.edu/workday/>  |
|  | Type “My Delegations” into to the search box in the top left-hand corner |
| Click | Manage Delegations |
| Begin Date | Today’s Date |
| End Date | 6/30/2026 or later |
| Delegate | Select the name of the current Travel and reimbursement approver –Rebecca DixonSelect the name of the backup approver – Lucetta RichardsSelect the name of the backup approver- Cynthia Berman |
| Start On My Behalf | type in box: Create Expense Report andCreate Spend Authorization |
| DoMy Tasks on MyBehalf | (select For Business Process) then type in boxExpense Report Event |
| Retain Access to Delegate Tasks inInbox | √ Please check |
| Submit | enter↓ |