



University Travel Expense Policy # 1110.060

| | | |
|--------------------------------|----------------------------|---|
| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT |
| August 30, 2007 | February 16, 2024 | Office of the Controller |

POLICY STATEMENT

The University reimburses employees and others who undertake previously authorized travel on behalf of the University (University travel). The expenses must be directly related to the purpose of the trip, evidenced by receipts and/or other supporting documentation, and must receive prior approval by the appropriate approver. Travel expenses **must** be authorized and expended within established budgetary limits. Any reimbursements prohibited by state statutes or regulations will not be reimbursed to the traveler.

TRAVEL AUTHORIZATION

All University travel must be approved by the designated University administrator with budgetary authority for the department or project funds being expended. No University administrator may approve the use of department or project funds for travel or travel-related costs to countries identified by the U.S. Department of State as “state sponsors of terrorism.” The countries that have been identified can be viewed at the website address: <https://www.state.gov/j/ct/list/c14151.htm>. A Travel Authorization request for a traveler **must be approved** by the traveler’s supervisor, indicating that the travel is for official University business along with the purpose of the trip. Travelers **cannot** make commitments to travel or **incur** travel expenses without an approved Travel Authorization Request (TAR). The University Chief Financial Officer shall approve the University President’s travel authorization requests and travel vouchers subject to the procedures established by the FIU Board of Trustees.

TRAVEL RELATED EXPENDITURES

The University requires that all travel expenditures must be reported on a travel voucher form subsequent to the completion of the trip. IRS rulings require any unsubstantiated travel expenses paid to or on behalf of a traveler to be either returned to the University or reported as income to the traveler. Therefore, individuals may be required to reimburse the University for any travel expenditures that the University has paid directly to a vendor or employee that has either not been substantiated in a travel voucher within a reasonable amount of time after completion of the trip or is not in compliance with this policy. Please consult the FIU Travel and Other Expense Manual for the maximum time allowed to submit a Travel Voucher.

Reimbursement for travel-related expenditures will only be processed upon submission of a legally permissible travel voucher approved by the designated University administrator with budgetary authority for the department or project funds being expended.

Requests for travel reimbursement not in compliance with this policy will not be processed. Specific travel-related expenditures are discussed below:

Airfare

The University reimburses coach/economy class airline travel. However, classes other than coach may be allowed under exceptional circumstances due to medical necessity. Requests for an upgrade must be submitted to the University Chief Financial Officer or designee for prior approval. If business class is needed due to medical necessity and available for travel, first-class travel is not reimbursable. Within the acceptable class of travel, the most efficient and economical means should be considered and approved by the appropriate individual. See Florida International University Controller's Office Travel & Other Expenses Manual for additional guidance.

Car Rental

The University will reimburse travelers for the rental of compact cars or the most economical class available for rental if compact cars are not available.

With supervisory approval prior to travel taking place, the University will reimburse travelers for the rental of a larger size car when:

- the automobile is shared with other travelers, resulting in a savings to the University;
- the circumstances would necessitate a larger size vehicle, such as a physical or medical condition or
- the nature of the travel is such that it would be reasonable to expect additional passengers, such as travel for development and fundraising purposes.

Rail Transportation

Florida International University employees must seek the lowest available fare that meets the most economical mode of transportation when traveling on behalf of the University. Travel by rail is allowed and will be reimbursed when traveling **in Coach Class on Amtrak and Smart Class when traveling on [Brightline train](#)**.

Cash Advances

Cash advances may be authorized for travel when using a credit card is not possible. The amount of the cash advance cannot exceed 80% of the total out-of-pocket expenses as computed on the TAR. The advance must be settled no later than ten **(10) business**

days from the travel ending date. If a traveler does not resolve the Cash Advance within thirty (30 days), the traveler will not be allowed another Cash Advance for 12 months. Advances not settled within 60 days after the trip may be deducted from the employee's salary. The request for a cash advance must be submitted and authorized by the appropriate approvers.

Foreign Travel

Pursuant to Florida State legislation ([F.S. 1010.36](#)) and other guidance by federal and state agencies, FIU is required to screen and report certain international travel activity. The University has modified the travel authorization and expense report process to meet the required screening and pre-approval for all international travel and associated foreign activities.

Travel Authorization Request:

When completing a TA, travelers will be asked to complete a pre-departure Foreign Travel Guidance and Screening Questionnaire and acknowledge their understanding of FIU's Guidance for International Travel. This must be completed and approved prior to travel taking place. FIU travelers or proxies must submit their foreign travel TAR's at least **twenty (20) business days** before departure to allow sufficient time for the request to be screened and approved by the Export Control Office. Failure to do so may result in a trip delay. Please note that there are significant restrictions related to travel to Foreign Countries of Concern (FCC), which may impact screening time and approval (FCCs include the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicholas Maduro, or the Syrian Arab Republic).

Expense Post Travel Compliance Reporting:

Additionally, upon completion of travel, all travelers to an international location must also report any honoraria and/or payments received from a foreign source within the expense report system. All travelers must complete an Expense Post Travel Compliance Report (ER), that must be submitted within fifteen (15) business days after the completion of the trip, **even if no expenses were incurred.**

Please consult the [FIU Export Controls website](#) for Guidance on International Travel requirements.

The University uses the U.S. Department of State Foreign Per Diem Rates for foreign travel. The current rates can be obtained at website address https://aoprals.state.gov/web920/per_diem.asp

The University will not reimburse meal allowances in excess of the indicated rate.

Justification will be required for a room rate that exceeds the indicated rate unless the stay is at the “official” hotel of the conference/convention/workshop/seminar and the rate claimed is less than or equal to the stated conference/convention/workshop/seminar rate.

Receipts issued in foreign currency must show a computation converting the amount into US dollars unless the conversion is already indicated on the receipt or credit card statement. All claims in the Travel Voucher must be in US dollars. USD exchange rates can be found on the Web at <http://www.oanda.com/currency/converter/>.

Hotel Accommodations

Lodging reimbursement is limited to single occupancy unless rental accommodations are shared by more than one authorized traveler. The most economical means should be considered. Justification is required if the hotel, Airbnb, or VRBO accommodation nightly rate is in excess of \$225.

The University uses the U.S. General Services Administration (GSA) domestic maximum lodging as the reference rate for all hotel accommodations in the continental United States. When the city being traveled to is not in the GSA website, the reference rate will be the standard CONUS GSA rate for all destinations not specifically listed. The Department of Defense (DOD) maximum lodging should be used as the reference rate for non-continental United States as well as U.S. territories and protectorates. No justification is required, even if the hotel rate exceeds \$225, if the rate complies with these reference rates. Additionally, if the stay is at the “official” hotel of a meeting/convention and the rate claimed is less than or equal to the stated meeting/convention rate, justification is not needed. Please refer to the Foreign Travel section above for foreign travel hotel rates.

The University can only make direct payments to hotels for room accommodations if either a benefit to the University can be justified or team/group travel is required.

Incidentals

Certain incidental travel expenses are eligible for reimbursement. Please consult the [FIU Travel & Other Expenses Manual](#) for specific examples.

Per Diem and Meal Allowances

The University utilizes the per diem and meal allowance rates adopted in Florida Statute, Section 112.061. Travelers on Class A or B travel are entitled to travel expense reimbursement and have two alternatives:

1. The flat per diem rate for each day of travel to cover the cost of lodging and meals.
2. The maximum meal allowance per day plus the allowable cost of lodging (see Hotel Accommodations).

A meal allowance cannot be claimed in addition to the flat per diem rate. Please consult the [FIU Travel & Other Expenses Manual](#) for the current flat per diem and maximum meal allowance rates.

University personnel performing travel under a sponsored research grant or contract paid with grant or contract funds will be reimbursed for travel expenses in accordance with the ORED Travel Policy, which can be found at <https://policies.fiu.edu/policy/358>.

Private Automobile

Authorization may be granted for the use of privately owned vehicles to conduct official travel. Travelers using their own automobiles are reimbursed for the official mileage between cities and/or states traveled and are entitled to a mileage allowance at a fixed rate. Please consult the [FIU Travel & Other Expenses Manual](#) for the current mileage allowance rate. The traveler is not entitled to a mileage allowance when transported gratuitously by another person or if using a University-owned vehicle. When traveling to the airport, the traveler is authorized to claim mileage from their official headquarters or home. Costs of operation, maintenance, and ownership of a vehicle are the responsibility of the traveler and are not eligible for reimbursement. Similarly, fines imposed for traffic or parking infractions are the traveler's responsibility.

Registration Fees

The University reimburses registration fees for University employees attending a convention, conference, workshop, or seminar which will serve a direct benefit to the University. Reimbursement shall not be allowed for any meal or lodging when said expenses are included in the registration fees for the convention, conference, workshop, or seminar. Registrations for, or inclusions of, events such as luncheons, awards ceremonies, or banquets may be allowable with an explanation as to how it will directly enhance the public purpose of Florida International University.

Vicinity Travel

A traveler may not claim per diem or reimbursement for lodging for vicinity travel unless extraordinary circumstances that necessitate the overnight travel are fully explained by the traveler and approved in writing by the University Controller **prior** to the expense being incurred. Criteria for approval shall include late-night or early-morning job responsibilities and excessive travel time because of traffic conditions that would jeopardize business operations. Additional requirements for the submission of this request can be found in the [FIU Travel & Other Expenses Manual](#).



SCOPE

This policy applies to all persons authorized to travel on behalf of the University.

REASON FOR POLICY

The reason for the University Travel Expense Policy is to provide direction for employees and others, such as vendors and interview candidates, who undertake travel on behalf of the University. The University seeks to ensure efficiency and promote accountability when authorizing travel. Travelers are not to make commitments to travel or to incur travel expenses without first obtaining the appropriate approvals. Travel costs are to be allocated and expended within established budgetary limitations and serve an official University purpose.

| DEFINITIONS | |
|-----------------------|---|
| TERM | DEFINITIONS |
| Cash Advance Request | This is required to request a cash advance for 80% of out-of-pocket expenses for University employees only when traveling on behalf of the University. |
| Class A Travel | Continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight). |
| Class B Travel | Continuous travel of less than 24 hours, which involves overnight absence from official headquarters. The travel day for Class B travel begins at the same time as the travel period. |
| Class C Travel | Short or day trips in which the traveler is not away from their official headquarters overnight. State statutes do not allow the reimbursement of per diem or meals for class C travel. |
| Foreign Travel | Travel outside the United States and United States territories and possessions. |
| Official Headquarters | The city or town where the employee’s office is located. If an employee is stationed in any city or town for over 30 continuous days, then that city or town becomes the employee’s official headquarters unless the President, or appropriate Vice President, or their designee extends this period of time. |
| Per Diem | A subsistence allowance that a traveler is authorized to receive when traveling on official business. The rate and method of computation is governed by Section 112.061, Florida Statutes. |



| | |
|------------------------------|---|
| Travel Authorization Request | The Travel Authorization Request (TAR) is the formal document to secure approval to incur travel expenses. This request must be submitted for all travel performed by individuals traveling on official business of the University. |
| Travel Voucher | The Expense Post Travel Compliance Report for reimbursement of travel expenses, commonly referred to as "Travel Voucher," is the document used to reimburse travelers for expenses incurred while on travel. |
| Vicinity Travel | Travel within 50 miles (one-way) of the traveler's headquarters. |

ROLES AND RESPONSIBILITIES

FIU Travel & Expense Department - Review Travel Vouchers and ensure that all travel expenses adhere to University policy. Verify Travel Authorizations (TAs) are approved prior to processing expense reports if a TA is required. Reconcile cash advances issued to employees and collect any funds owed to the University for any unused funds.

Travelers - Ensure that all travel expenses are in compliance with University policy. Make restitution to the University for any unallowed expenses prepaid by the university.

Approvers - Ensure all travelers in the department comply with University policy and that only travel related to University business is authorized.

RELATED RESOURCES

Florida International University Controller's Office Travel & Other Expenses Manual:
https://controller.fiu.edu/wp-content/uploads/sites/24/2021/01/Travel_Manual.pdf

Florida Statutes 112.061 and 1011.90(6):
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0112/Sections/0112.061.html

[Florida Statutes 1011.90\(6\)](#)

ORED Policy - Travel on a Sponsored Project:
http://policies.fiu.edu/record_profile.php?id=358

FIU Export Controls:
[Travel Internationally - FIU Export Control](#)



U.S. Department of Defense Rates for Non-continental United States and Other Non-Foreign Areas:

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

U.S. Department of State Foreign Per Diem Rates:

https://aoprals.state.gov/web920/per_diem.asp

U.S. General Services Administration:

<http://www.gsa.gov/portal/category/21287>

CONTACTS

Questions about this policy should be directed towards the office with administrative oversight of this policy.

Office of the Controller
11200 S.W. 8th Street, CSC 410
Miami, Florida 33199
Telephone: 305-348-2161

HISTORY

Initial Effective Date: August 30, 2007

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): September 8, 2009; November 17, 2010; November 14, 2014; July 21, 2015; January 8, 2018; November 17, 2020; January 31, 2024; February 16, 2024.



Team, Recruiting & Administrative Travel # 1110.060a

| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT |
|-------------------------|---------------------|--|
| 2011 | February 16, 2024 | Intercollegiate Athletics |

PROCEDURE STATEMENT

The Athletic Department at Florida International University operates under the University’s travel policies and procedures. In addition, this procedure specifically outlines the requirements for team, recruiting, and administrative travel.

Team, recruiting, and administrative travel arrangements and encumbrances must have prior and final approval by the Athletic Director, Senior Associate Athletic Director/SWA, or immediate supervisor as set forth in this procedure.

Student-athletes, coaches, athletic trainers, managers, compliance, administrators, and/or media relations personnel (when requested) will accompany teams on trips. Exceptions may be requested in writing to the Athletic Director or Senior Associate Athletic Director/SWA.

The athletic department provides means of transportation (road and air travel) to student-athletes to athletic department-sponsored events. It is the athletics department’s strong recommendation and stated preference that student-athletes avail themselves of the means of transportation provided by the department. However, the athletic department understands that there are circumstances in which the student-athletes may have to attend events using their own means of transportation. In such circumstances, the student-athletes must first obtain permission from their coach and must sign the Athletics Transportation Release Form.

Each team's head coach is responsible for setting standards of conduct during trips (e.g., dress code, behavior, curfews, free time activities, etc.)

It is the procedure of the athletic department that each student-athlete has their own bed while traveling.

It is the procedure of the athletic department that injured student-athletes do not travel with the team. Exceptions may be requested in writing to the Athletic Director or Senior Associate Athletic Director/SWA.

Method of Transportation:

The method of transportation used for travel for team, recruiting, and administrative travel will be the most practical and economical, with due consideration given to the time involved, meals, lodging costs, and the mission to be accomplished. In general,

1. Travel under 350 miles one-way, insofar as it is practical, shall be by State owned vehicle, private vehicle or rental vehicles. When the athletic department provides transportation to student-athletes via automobile, vehicle safety is of the utmost concern. Wearing seat belts is mandatory for all drivers and passengers. Use of caution and following all driver safety rules are required. Drivers must be University employees and are subject to driver's license verification and check of prior driving history in accordance with established University policy. Department employee if driving shall not begin a post competition trip over 100 miles after 10:00 PM.
2. If the travel will be accomplished by use of a fifteen (15) passenger van, whether a University-owned or rented van, only drivers who have attended safety training on the use of these vans shall be permitted to drive.
3. Travel in excess of 350 miles one-way shall be by common airline carrier or motor coach charter bus.
(Any exceptions or extenuating circumstances are subject to the review and approval of the Athletic Director or Senior Associate Athletic Director/SWA.)
4. Chartering Aircrafts:
 - a. All aircraft must meet or exceed all Federal Aviation Administration (FAA) regulations, Certificate Part 212 or 135, standards and requirements for safe air transportation services.
 - b. The pilot in command shall have an Airline Transport Pilot with a multi-engine rating. A copy of the certificate must be made available upon request. All flights shall also have one co-pilot fully capable to operate the aircraft and fully licensed and certified to operate in the co-pilot capacity. The flight crew shall be capable of flying in all climate conditions and under instrument flight rules when necessary.
 - c. The charter company shall meet all applicable FAA charter requirements for any and all flights.

The airline that operates the charter company shall ensure compliance with all federal, state, and local laws, rules, and regulations pertaining to the ownership and operation of the aircraft, including but not limited to holding a Part 212 or 135 certificate in compliance with all applicable regulations promulgated by the FAA and/or the U.S. Department of Transportation.

Each program must secure approval for team travel by submitting a competition scheduling form and competition travel cost spreadsheet to the Senior Associate Athletic Director/SWA.

These forms are due to the Administration by June 30 each academic year. Prior to securing **any** travel arrangements an in- house Travel Authorization (TA) must be obtained.

Team Travel Guidelines

Travel expenses are paid by direct billing or cash advance for the following team travel related expenses (airfare, hotel, ground transportation, tolls, parking, entry or registration fee, team meals and gas for rental cars). Department preferred travel agency (initially designated as: Anthony Travel) will be used for procurement of commercial airline tickets for team travel by direct billing. Department preferred bus charter companies (initially designated as: Academy Coach Lines) will be used for in-state charter bus transportation. Exceptions require prior approval from the Athletic Director or Sr. Associate Athletic Director/SWA.

In order to set up direct billing for hotels and motor coach buses for team travel, the following needs to be initiated:

- Contract signed by Sr. Associate Athletic Director/Chief Operating Officer (COO), Sr. Associate Athletic Director/Senior Woman Administrator (SWA) or Athletic Director
- New Vendor Setup (if applicable, W9 and vendor application)
- Requisition and Purchase Order
- Invoice signed by the employee responsible for traveling party turned into athletics business office.

-Note: When coaches book travel under existing ITN or contracts (initially designated as: Anthony Travel, Academy Coach Lines) a signed contract is in place per the ITN.

In addition, when any changes are made to the originally submitted travel list, when airline tickets are purchased, a note describing the reason for the change must be included in the submission at the conclusion of the trip (i.e., injury).

In order to secure a travel cash advance from the controller's office, the following needs to be initiated:

- An in-house TA must be completed and turned into the business office for all trips by the appropriate deadline with supervisor approval and compliance approval if recruiting.

If meal cash is given to a member of the travel party in lieu of attending a team meal, the travel party log/team per diem meal allowance sheet must be completed. The travel party log/team per diem meal allowance sheet must contain the following information:

- name of each individual receiving funds,
- amount paid to each individual (in accordance with University, NCAA permissible limits, including team meals)

- dates applicable,
- meals applicable: breakfast (\$6), lunch (\$11), or dinner (\$19); student-athletes must be provided three (3) meals per day while traveling for competitions, funds based on University time of day limits,
- if during any day while traveling you exceed the University/State limits (\$36) per person, the additional funds must be paid from your foundation account, and
- signature for each individual receiving per diem

A signature must be obtained at the time the funds change hands, not after returning from the trip. All the information above must be completed on the form prior to requesting signatures.

Upon completion of the trip along with the team travel report, the following items must be turned in:

- transportation receipts,
- hotel receipts,
- a signed statement from the coach responsible for the advance of funds to the athletics business office,
- all receipts must be itemized (in the case of a lost receipt-- proof of expenditure must be submitted)
- excess cash (in the form of a check),
- trip itinerary

This procedure must be completed within three (3) business days of return from the trip. No more than three (3) cash advances are allowed to be outstanding at one time. No further advances will be given until pending advances are settled.

Lost receipts and receipts that are not itemized may be the personal financial responsibility of the employee. In addition, proof of the expenditure (i.e., credit card statement) must be included.

Only items directly related to team travel should be purchased from the advance funds. All other items must be secured through the regular University purchasing procedures.

Administrative and Recruiting Travel Guidelines

Prior to securing **any** travel arrangements, a TA must be submitted and approved by the immediate supervisor and compliance if recruiting.

The administrator/coach secures best-price air travel arrangements through the department travel agency (currently designated as Anthony Travel) once a TA is obtained. If a less expensive fare is identified directly through a carrier or travel website, the Anthony Travel fare and other written quotes can be submitted to the business office for direct purchase of the less

expensive option. This direct purchase will not be done without a quote from department travel agency.

Administrator/coach presents travel arrangements and if applicable meeting itinerary to athletics business office with an in-house TA. **This must be completed at least two weeks (ten business days) prior to the trip to secure the best price on air travel and for timely receipt of the requested cash advance.** Driving trips must be completed at least one week (five business days) prior to the trip.

Upon return, the administrator/coach completes the Expense Post Travel Compliance Report and delivers all itemized receipts to the athletics business office. Coaches should use direct billing or cash advance for the airline, registration fees, car rental, or personal funds and obtain reimbursement for recruiting, conferences, or other non-team travel.

Hotel Accommodations

The Athletics Department has established a procedure requiring that daily hotel rates should not exceed \$200 in an effort to reduce costs. If the GSA rate is less than \$200, the traveler will be reimbursed the GSA rate.

For team or individual travel, if the GSA website rate is over \$120, the traveler will be reimbursed \$120 unless prior written authorization has been obtained from the Athletic Director (or his designee, initially designated Sr. Associate Athletic Director/COO). This procedure excludes official visits.

Lodging at a higher rate than that allowed by GSA will be reimbursed with prior written authorization under special circumstances (e.g., conference held at a specific hotel, team travel when sharing a room).

Other special circumstances may be accepted only with a memo detailing the reason for the higher price which must be signed by the traveler and the supervisor if over \$120.

Lodging reimbursement is limited to single occupancy unless rental accommodations are shared by more than one authorized traveler. The most economical means should be considered.

All airport transfers and in-state travel in excess of 350 miles each way must be arranged through the contracted motor coach charter bus companies. Each coach has the authority to negotiate the best available terms for motor coach ground transportation for out-of-state travel. The day prior to the trip, each coach must confirm the pick-up time with the ground transportation provider.



In order to ensure that this procedure continues to represent current practices and is effective, one year after its implementation and on an annual basis thereafter, the procedure shall be evaluated by the Athletic Director or Senior Associate Athletic Director/SWA and the University Risk Manager. All proposed revisions or changes to the procedure shall be communicated to the Senior Associate Athletic Director/SWA, who shall be responsible for making the necessary changes and communicating the newly revised procedure to the athletic department staff, student-athletes, and the pertinent members of the University's administration.