



FLORIDA POLYTECHNIC  
UNIVERSITY

# TRAVEL MANUAL

FINANCE AND ACCOUNTING

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# INTRODUCTION

The purpose of the Travel Manual is to establish guidelines for business-related travel and reimbursement of associated expenditures for all Florida Polytechnic University (University) travelers in compliance with the Florida State Statutes.

## FLORIDA STATUTES

Florida Statute 1001.706 (6) (c) specifies that university employees are public employees when traveling and bound by the travel requirements laid forth in Florida Statute 112.061. Most travel requirements are based, either directly or indirectly, on the provisions of 112.061. Any exceptions to these requirements will be granted on a case-by-case basis.

## TAX EXEMPT STATUS

Florida Polytechnic University is a tax-exempt organization. When traveling in the State of Florida, travel expenses in the name of the University (paid with Ecard or FPU check) should not be assessed taxes. Travelers must request the taxes are removed from the bill. Most vendors will want a copy of the University's Sales Tax Certificate of Exemption.

If a supplier does not reimburse sales tax, add the following statement to the supporting documentation "supplier would not honor the University Sales Tax Certificate of Exemption after requesting reimbursement."

Unless otherwise specified as business days or workdays, all references to days refer to calendar days.

Throughout the Travel Manual, required documentation will be referred to and displayed in the following format:

### **REQUIRED DOCUMENTATION EXAMPLE**

Required documentation for standard as well as unusual circumstances will be described at the end of each section in this format.

The fundamentals of Workday's business processes used for a spend authorization and expense report are described in this manual. Users who initiate travel transactions must complete Workday training. For more information regarding Workday training, contact the Human Resources Department at [hr@floridapoly.edu](mailto:hr@floridapoly.edu).

# TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	<b>2</b>
<u>FLORIDA STATUTES</u> .....	2
<u>TAX EXEMPT STATUS</u> .....	2
<b>PROCESS</b> .....	<b>4</b>
<u>OVERVIEW</u> .....	4
<u>SPEND AUTHORIZATION</u> .....	5
<u>TRAVEL ARRANGEMENTS AND SCHEDULING</u> .....	5
<u>EXPENSE REPORT</u> .....	6
<u>FLORIDA POLY EXPENSE CARD (ECARD)</u> .....	6
<u>RECEIPT PACKAGE</u> .....	6
<u>TIMELINESS</u> .....	6
<u>TRAVEL EXCEEDING 30 CONTINUOUS DAYS</u> .....	7
<u>CANCELED TRAVEL</u> .....	7
<b>GENERAL TRAVEL</b> .....	<b>8-15</b>
<u>AIRFARE</u> .....	8-9
<u>INCIDENTALS</u> .....	9
<u>LODGING</u> .....	10
<u>MEALS</u> .....	10-11
<u>MEALS - FLAT PER DIEM</u> .....	11
<u>MILEAGE</u> .....	12
<u>PRIVATE AIRCRAFT</u> .....	12
<u>REGISTRATION</u> .....	13
<u>RENTAL VEHICLES</u> .....	13-14
<u>SERVICES</u> .....	14
<u>STATE VEHICLES</u> .....	14
<u>UNIVERSITY EVENTS</u> .....	14
<u>UNIVERSITY FACILITIES</u> .....	15
<u>OTHER TRANSPORTATION</u> .....	15
<b>OTHER TRAVEL</b> .....	<b>16-19</b>
<u>ADA ACCOMMODATION</u> .....	16
<u>SUPPLIERS</u> .....	16
<u>HONORARIA</u> .....	16
<u>JOB CANDIDATES</u> .....	16-17
<u>EXPENSES NOT REIMBURSABLE</u> .....	17
<u>PAYMENT OF LESS THAN PUBLISHED RATE</u> .....	17
<u>REIMBURSEMENT OF A FLAT AMOUNT</u> .....	18
<b>SPONSORED PROJECTS</b> .....	<b>18</b>
<u>SHARED BY DEPARTMENTS</u> .....	18
<u>SHARED BY TRAVELERS</u> .....	18
<u>TRAVEL PACKAGES</u> .....	19
<u>TRAVEL STIPENDS</u> .....	19
<b>FOREIGN TRAVEL</b> .....	<b>20-21</b>
<u>FOREIGN MEALS</u> .....	20
<u>FOREIGN LODGING</u> .....	20-21
<b>CASH ADVANCE</b> .....	<b>22</b>
<b>DISALLOWED EXPENSES</b> .....	<b>23</b>
<b>TERMS AND DEFINITIONS</b> .....	<b>24-25</b>

# PROCESS

## OVERVIEW

The requirements herein apply to all authorized University travelers, including employees (full and part-time), students, candidates for employment, consultants, Board of Trustee members and independent contractors from now on referred to as “traveler.”

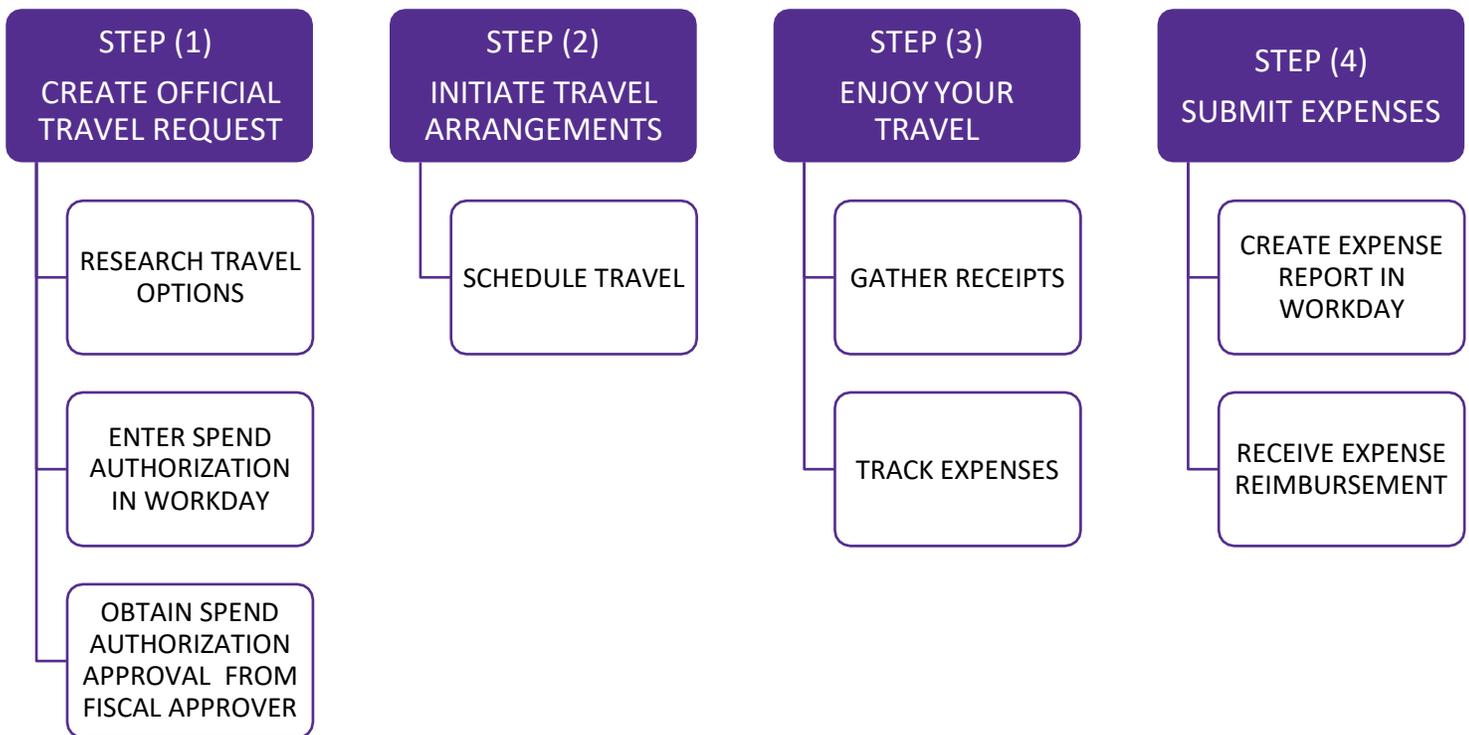
All travel must be for the benefit of the University and have a business purpose supporting the academic programs and support activities of the University and its various organizations. All interested parties, including travelers, delegates, cost center managers, department heads and vice presidents are responsible for complying with these business processes, all University Policies and the Florida Statutes in the expenditure of University funds for travel.

According to Florida Statute 112.061, travelers should always choose the most practical and economical means and mode of travel.

Requests for travel and travel reimbursements at the University are submitted and administered through Workday. Once a request is submitted, it routes through a series of business processes that include fiscal approval, audit for compliance with University procedures, and reimbursement.

Fiscal approvers are responsible for review and verification of receipts. Electronic approval of the expense report in Workday attests that all images of receipts submitted for review are consistent with originals.

Because requests and approvals are submitted electronically, travelers or their delegates, and all fiscal approvers are required to have valid Workday access.



Visit the Workday JobAids worklet for current job aids related to travel processes.

## SPEND AUTHORIZATION

Travel for university-related business must be authorized in advance. Travelers must have an approved spend authorization in Workday before traveling.

The spend authorization is the traveler's permission to proceed with travel arrangements and is an estimate of what a specific trip will cost. The spend authorization should list all anticipated travel expenses that are known or can be projected before the trip.

A spend authorization is required before all University-related travel, whether foreign or domestic, including mileage-only trips, mileage-related incidental expenses (tolls, parking, etc.).

When authorized emergency travel is required of an employee before entering a spend authorization into Workday, a spend authorization is still needed after travel is completed. Additionally, an explanation is required indicating the details of the travel and the circumstances surrounding the emergency that necessitated travel. This explanation must include evidence that the situation was out of the traveler's control. The following conditions may require additional review and approval:

- Any travel with more than (24) hours' notice.
- Ignorance of the requirement for a spend authorization.
- Circumstances of the delay that fall under the control of the traveler or department administrative staff.
- Exception requested solely because a traveler is already out of town when a destination has been added to the itinerary. Remember: employees can access Workday from any computer or mobile device with internet service. Employees may also delegate the spend authorization task to another employee before traveling.
- A required approver fails to process the spend authorization before the date of travel. Approvers must arrange with the Workday Support Team to temporarily reassign approval authority when they are unable to perform their responsibilities.

Repeated incidents of exceptions for an individual or department may be forwarded to the University Controller's Office and may result in delay or denial of reimbursement.

University travel must always be approved in advance even if paid by others. If business travel will occur for which the University will not be financially responsible in any way:

- For domestic & international travel, a spend authorization is required for insurance liability purposes. The spend authorization should be entered into the system and fully approved; the expense item used will be listed as "No Cost Travel" (Sponsorship from External Source).

If the department head wishes to set an overall dollar limit on the amount a traveler will be reimbursed for specific elective travel, the limit should be agreed to by the traveler and documented in writing before the trip at the time of the spend authorization. The signed document or email must be included with the receipt package submitted later with the expense report. Review [REIMBURSEMENT OF A FLAT AMOUNT](#) for additional information.

Under certain conditions, if travel to a single location will last beyond thirty continuous workdays, approval must be obtained from a University Vice President before entering the spend authorization. Review [TRAVEL EXCEEDING 30 CONTINUOUS DAYS](#) for additional information.

## TRAVEL ARRANGEMENTS AND SCHEDULING

Travelers may schedule travel arrangements using online travel booking websites, travel agencies or directly with the provider.

## EXPENSE REPORT

After travel, each traveler must submit an expense report in Workday to report authorized travel expenses and request reimbursement. By submitting an expense report in Workday, the traveler is certifying that all expenses are true and correct. Expenses paid or provided by an outside organization sanctioned by the traveler's business activities or employment must be reported on the expense report in the comments.

## FLORIDA POLY EXPENSE CARD (ECARD)

Review the Florida Poly Expense Card Manual

## RECEIPT PACKAGE

Upon submission of the expense report, a receipt package that includes all receipts and supporting documentation must be uploaded into Workday. Please consider the following when creating a receipt package:

- Receipts are required for all expenses, regardless of the dollar amount.
- Missing receipts require a fully approved Missing Receipt Form.
- Credit card statements are not an acceptable form of receipt according to the Auditor General.
- Registration fees require a copy of the official agenda or schedule.
- Hotel maid tips require a hotel receipt.
- International charges that do not appear on the original receipt will not require a Missing Receipt Form. However, international charges should be processed with the same expense report as the original purchase and the original purchase receipt attached as supporting documentation.

## TIMELINESS

- (1) All expense reports for reimbursement must be submitted within (30) calendar days of the date the expense was incurred.
- (2) Any expense reports, including those for non-travel expenses, submitted (60) + calendar days **from the date the expense was incurred** will be reported as wages or salary as if paid under a non-accountable plan. Please note, if a traveler pays a travel-related expense prior to a trip, the expense report has to be completed and approved within 60 days of the purchase date (NOT the travel date) or the reimbursed amount will be reported as wages/salary. Per IRS Rev. Rul. 2003-106.
- (3) All expense reports that are submitted and approved more than (30) days beyond the date of employment termination will not be processed.
- (4) Expense reports will not be processed past the end of year cutoff date without Finance Department approval from the AVP/University Controller level or above.
- (5) Travel-related ECard expenses paid on behalf of another employee:
  - (a) Manually enter the traveler's spend authorization number and full name in the primary memo field.
  - (b) Ecard charges must be completely and fully approved within ten (10) working days after receipt of the transaction into Workday and/or no later than the 5<sup>th</sup> business day of the following month.
- (6) Travel-related ECard expenses paid on behalf of the cardholder:
  - (a) Reconcile the spend authorization line items to the expense report.
  - (b) Ecard charges must be completely and fully approved within ten (10) working days after receipt of the transaction into Workday and/or no later than the 5<sup>th</sup> business day of the following month.
- (7) If a cash advance was given to the traveler, the advance must be settled no more than (10) business days from the travel end date.

## TRAVEL EXCEEDING 30 CONTINUOUS DAYS

Travel from a traveler's headquarters to a single location for a period of over (30) continuous workdays requires the approval and signature of the respective Vice President of the University. Before requesting a spend authorization in the Workday, the traveler should obtain and include the approval email or written memo in the spend authorization submission.

### REQUIRED DOCUMENTATION

Approval from the respective Vice President of the University for travel to a single location for more than (30) continuous workdays.

## CANCELED TRAVEL

When travel plans, for which expenses have already been paid, must be canceled and result in a full credit or refund of the expense(s) to the ECard or the intended Traveler, the expense should be reversed in Workday using an expense report detailing the credit.

When a full credit or refund is not possible, cancellations will require explicit approval as follows:

- If the standing expenses total \$500 or less, explicit approval from the fiscal approver is required.
- If the standing expenses total over \$500, the explicit approval of a Vice President, or VP designee, is required.

Documented approval by the appropriate authority should be included in the receipt package.

Approvers authorizing such fees must consider and identify:

- the funding source
- attest that the expense is reasonable and necessary
- and/or use unrestricted funds if necessary

It is the responsibility of the traveler to substantiate that the cancellation is proper and necessary.

### REQUIRED DOCUMENTATION

Business justification and appropriate approval of the circumstances for cancellation and payment of any standing expenses.

- (1) If the standing expenses total \$500 or less, explicit approval from the fiscal approver.
- (2) If the standing expenses total over \$500, the explicit approval from a Vice President, or VP designee.

Review [AIRFARE](#) for additional information regarding cancellation and change fees incurred during active trips when not canceled entirely.

# GENERAL TRAVEL

## AIRFARE

There are no preferred airlines for travel. Airfare reservations should be made using any commercial airline, in accordance with Florida Statute 112.061, which requires consideration for the

- (1) most efficient & economical means of travel
- (2) traveler's time
- (3) impact on the productivity of the traveler
- (4) cost of transportation
- (5) per diem or subsistence required

A traveler is allowed up to (3) hours before a flight as travel time to the airport and up to (2) hours after a flight as travel time home for both domestic and foreign travel. In lieu of parking at the airport, a traveler may be driven to and picked up from the airport. In this instance, round-trip mileage will be paid following procedure, when there is a savings to the University. Airport parking will not be covered if the traveler is being dropped off or picked up.

University business should begin the day of or the day after the traveler arrives at his or her destination. The traveler should return to their headquarters the day of or the day after business ends.

If airfare exceeds \$500 for domestic flights and \$1,250 for international flights, documented airfare comparisons are required and included in the receipt package.

University travelers will be allowed economy/coach, non-refundable airfare. Business class travel is allowable for all segments of trips with at least one segment lasting longer than (9) hours. Alternatively, when supported by comparable documentation which demonstrates that it is more economical than business class fare, travelers may choose to upgrade their seat selections for trips with at least one segment lasting longer than (9) hours.

Seat selection fees, costs for seat upgrades, premium seating, upgrades beyond economy and coach are personal convenience items and non-allowable unless medical justification is provided and approved before booking. Early boarding fees are permitted.

If the airline assesses additional fees for baggage, travelers will be allowed up to a maximum of (2) bags. A receipt is required for each baggage expense. Charges for more than (2) bags will not be paid without providing a valid business reason. Travelers are reminded that they are always obliged to seek out the most economical overall fare available and should be aware of additional fees that may be added to base fares with some airlines.

The University does not pay for cancellation or change fees for airfare unless there is a valid business reason for the change. The traveler will bear any additional charges for changing flight plans due to personal reasons or for the convenience of the traveler. To pay or reimburse any additional expenses that are incurred due to flight changes, explicit approval from the fiscal approver is required. Documented approval by the appropriate authority should be included in the receipt package. Approvers authorizing such fees must consider and identify the funding source, attest that the expense is reasonable and necessary, and/or use unrestricted funds if necessary. It is the responsibility of the traveler to substantiate that change fees are proper and necessary.

If a traveler chooses a multi-destination or otherwise circuitous air route for personal reasons or chooses to drive to a long distance destination rather than flying, the traveler will be allowed only the amount that round-trip airfare to and from the business event would have cost. Any additional expenses incurred for personal travel should be paid out of pocket rather than prepaid on an ECard. In such cases, the traveler is responsible for pulling comparable airfare, before travel, showing the range of fares available if only the round trip business fare was being purchased.

## REQUIRED DOCUMENTATION

A receipt for the airfare must be included in the receipt package. The receipt may be a print out of the email confirmation/itinerary, and must contain all of the following information:

- (1) traveler's name
- (2) travel dates
- (3) flight times
- (4) the destination for departure and arrival
- (5) class of travel (coach or economy) fare paid
- (6) the receipt should clearly indicate the ticket has been paid

- An official agenda must be attached to the expense report.
- Airfare comparisons must be included in the receipt package if the airfare exceeds \$500 for domestic flights and \$1,250 for international flights.
- A receipt for any separate baggage charge must be included in the receipt package. Any travel expense paid on an ECard requires a receipt.
- In the case of a flight change or cancellation fee, documented approval with the business justification of the additional expense.
- If flying a different route for personal reasons, advance airfare quotes showing round-trip to and

## INCIDENTALS

Incidental expenses incurred while on University business will be allowed. Since the University reimburses actual amounts per incident for these types of expenses, incidental per diem allowances for foreign travel that appear on the Department of State list of allowance amounts may not be claimed.

Receipts are always required for ECard expenses and for all out of pocket incidental expenses. Receipts for reimbursable expenses must confirm payment was made (zero balance due, amount paid, etc.).

Travelers should use the most efficient and economical available parking. Valet parking will be reimbursed only when hotel or event location does not offer less expensive or free self-parking.

Portage will be reimbursed at \$1 per bag, with a maximum of \$5 per incident; a total of \$10 per stay for in and out. If official business results in additional portage services, a justification must be provided at the time reimbursement is requested. Example: a large number of necessary materials or equipment must be transported.

Tips for expenses incurred for University business are not to exceed 15%.

## REQUIRED DOCUMENTATION

A receipt is required for all incidental expenses including the following and should be included in the receipt package:

- Supplies for events, limit \$100.
- Business communication expenses such as phone calls, internet access, and fax.
- Photocopies needed for business purposes.
- Passport or Visa.
- Traveler's checks or currency exchange fees.
- Laundry expenses when official business travel extends beyond seven (7) days.
- For foreign incidental expenses, conversions to U.S. dollars must be printed for each expense and included with the receipt package.

## LODGING

There are no contracted or preferred hotels for domestic travel. Lodging reservations should be made with any merchant in accordance with sound purchasing procedures and Chapter 112.061, Florida Statutes.

If the base nightly hotel rate (before taxes) exceeds \$200.00, justification and approval by the fiscal approver must be included in the receipt package. If the base nightly hotel rate (before taxes) exceeds \$300.00, justification and approval by the respective University Vice President must be included in the receipt package. The justification for over \$200.00 nightly rate can be in the form of providing comparable hotel rates in the area.

Domestic lodging will be permitted at the single occupancy rate unless a room is shared by multiple University travelers resulting in 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 (if paid out-of-pocket), University must be reimbursed for the added cost (if paid with an Ecard), or confirmation that the rate is the same for single and double occupancy is required.

Late checkout, early check-in or guarantee reservation fees that cannot be canceled will not be reimbursed unless a business reason is provided and it is in the best interest of the University to do so.

Lodging within (50) miles of headquarters must have written pre-approval by the respective University Vice President, and a business purpose for the stay must be provided. Appropriate business purposes include cases where the traveler is hosting/working the conference rather than only participating as a registered/paid attendee and when late night events include professional activities.

Room Service cannot be paid by the University and will not be reimbursed.

### REQUIRED DOCUMENTATION

- An itemized lodging receipt must be included in the receipt package.
- An official agenda must be attached to the expense report.
- Approval by the fiscal approver if the nightly rate exceeds \$200.00.
- Approval by respective University Vice President if the nightly rate exceeds \$300.00.
- If a department purchases a block of rooms to accommodate a large group of travelers, the purchase order may be provided but must include itemized documentation of traveler's name

## MEALS

Travelers, delegates, and approvers should be familiar with meal procedures insofar as they must understand when meals may or may not be requested and when meals should be deducted from the total daily allowances. Domestic travelers will be paid sustenance pursuant to FS112.061 (6) (a-c) as follows:

MEAL	TRAVELER MUST DEPART BEFORE	AND EXTEND BEYOND	TO CLAIM MEAL ALLOWANCE OF
BREAKFAST	6:00 AM	8:00 AM	\$6.00
LUNCH	12:00 PM	2:00 PM	\$11.00
DINNER	6:00 PM	8:00 PM	\$19.00
ALL MEALS	6:00 AM	8:00 PM	\$36.00

As indicated in the table above, meals for first and last days of domestic travel are based on times of departure and return. On the first and last days, travel must begin before 6:00 AM and extend past 8:00 AM to qualify for breakfast; begin before 12:00 PM and extend past 2:00 PM to qualify for lunch; and begin before 6:00 PM and extend past 8:00 PM to qualify for dinner.

Meals included in the cost of registration fees or otherwise paid by the University must be deducted from the daily meal allowance. Meals provided, as indicated in the event agenda, cannot be reimbursed as part of a daily meal allowance and must be deducted regardless of whether the traveler participated in the meal event or not unless there is a justifiable medical reason the meal provided was not acceptable.

Meals are not reimbursed unless travel includes an overnight stay.

As provided by the Florida Attorney General, a continental breakfast constitutes a meal. This meal must be deducted from the daily meal allowance when provided as part of a registration fee or otherwise paid for by the University. Meals provided by an airline need not be deducted.

Alcoholic beverages and room service cannot be paid or reimbursed by the University.

### MEALS - FLAT PER DIEM

Per Florida statute, flat per diem may be claimed for any domestic or foreign travel in lieu of claiming actual lodging receipts and daily meal allowances.

Travelers, delegates, and approvers should be familiar with these procedures insofar as they must understand when Flat Per Diem may or may not be requested and when meals should be deducted from the total daily allowances.

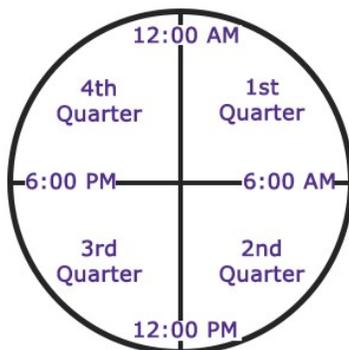
The \$80 daily rate is intended to reimburse for both lodging and meal expenses.

Any meals provided to the traveler via a paid registration must be deducted from the daily \$80 at the statutory rates of \$6 for breakfast, \$11 for lunch and \$19 for dinner.

Flat per diem should not be claimed in conjunction with any actual lodging or meal claims for the same day or trip. Flat per diem is not reimbursed unless travel includes an overnight stay.

The department or unit may not implement standing meal allowances for domestic travel that deviate from the published statutory meal amounts. A traveler may voluntarily claim a lesser amount. Under no circumstances may the meal allowance claim exceed the published state rates.

### FLAT PER DIEM CHART



- 1<sup>st</sup> Quarter: 12:00 AM to 6:00 AM
- 2<sup>nd</sup> Quarter: 6:00 AM to 12:00 PM
- 3<sup>rd</sup> Quarter: 12:00 PM to 6:00 PM
- 4<sup>th</sup> Quarter: 6:00 PM to 12:00 AM

For figuring a flat per diem on the first and last days of travel, the travel day is divided into four quarters worth \$20 each. The traveler should claim \$20 for each quarter during which he or she is traveling.

## **MILEAGE**

A traveler may choose to use her or his own vehicle when it is in the best interest of the University. The cost of operation, maintenance, and ownership of a vehicle are the responsibility of the traveler. The University is not authorized to reimburse a traveler for repairs, fines for violations of the law, or other related costs incurred while traveling on official business of the University.

Travelers utilizing their personal vehicles are authorized for reimbursement at the Florida Statutory rate of 44.5 cents per mile. All travel connected with the official business of the University must use the most direct and economical route available. Additional justification is required for the use of alternate routes.

When travel is required to a destination, other than headquarters, during non-regular workdays, the traveler may claim mileage reimbursement from their residence.

When travel is required to a destination, other than headquarters, during regular workdays, the traveler may claim mileage reimbursement from their residence or headquarters; whichever is less.

The traveler's residence may be used as headquarters for mileage reimbursement if more than 50% of their work time is from their residence. Under no circumstances shall a traveler be reimbursed for expenses when traveling between the traveler's home and headquarters or regular place of employment.

When starting or ending the work day at a University location that is not the traveler's headquarters, the traveler may be reimbursed for the difference between the traveler's headquarters or regular place of employment and their residence if the other University location is further.

The University authorizes reimbursement to the traveler for the map mileage between cities or the cost of commercial airfare, whichever is less. Mileage reimbursement for long distance trips is limited to the amount that would have been allowed had the most economical common carrier been used. An exception to this rule is normally taken when the car is shared with other travelers resulting in savings to the University on airfare, or when the cost of renting a vehicle in the city where business is conducted exceeds the mileage allowance claimed. If the traveler chooses to drive long distance rather than fly for personal reasons, comparable airfare quotes should be obtained before the travel occurs and provided as part of the receipt package. The lesser of the two amounts will be reimbursed.

### **REQUIRED DOCUMENTATION**

- A record of miles must be accurately maintained and shown on the expense report. If more convenient, a separate log may be included with the receipt package showing multiple trips of recurrent mileage, as long as it is transparent and auditable. Either the expense report or the log must show the number of miles of travel from the point of origin to the point of destination.
- Print outs for map mileage (city to city) travel must be obtained from a source such as MapQuest, Yahoo or Google Map and included with the receipt package.
- If driving long distance, advance airfare quotes for comparison purposes must be included in the receipt package.
- After hours mileage reimbursement to/from home requires meeting justification. Example justification: Outlook calendar appointment, flyer or brochure of the event.

## **PRIVATE AIRCRAFT**

A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight

## REGISTRATION

Travel on University business must be authorized in advance. Travel procedures require that a spend authorization must be submitted in Workday and fully approved before travel begins.

The approved spend authorization is the traveler's permission to proceed with travel arrangements and is an estimate of how much the specified travel will cost. The authorization should list all anticipated travel expenses.

Advanced authorization for traveling to a conference or convention is explicitly required per Florida Statute.

Prepayment of registration fees for conferences, conventions, formal meetings, seminars, and workshops is often required or advisable.

Prepayment may be made by the traveler with an ECard or directly to the supplier via a purchase order. The traveler may also pay the registration fee on site and request reimbursement later.

Banquets or special meal events that are offered as separate, optional functions for an additional charge are allowable expenses if they support the traveler's business activities and may be prepaid. However, such an expense solely for food cannot be paid via ECard.

If meals are provided as part of a paid registration for an event, these items will be deducted from any daily meal allowances claimed by the traveler when the expense report is submitted. Review [MEALS](#) or [FOREIGN MEALS](#) for additional information.

### REQUIRED DOCUMENTATION

- A registration receipt and/or brochure showing the amount of the registration fee paid, the method of payment and additional amenities provided must be included in the receipt package.
- An official agenda or schedule at a glance for all conferences, conventions, or formal meetings must be included in the receipt package, if at all possible. The agenda or schedule should indicate the name of the conference or convention, the dates of the event, and any meals provided as part of the registration fee.

## RENTAL VEHICLES

University employees in need of a rental vehicle for official business beyond (50) miles from headquarters are required to use the State of Florida contract with National or Enterprise, contract# 78111808-15-1. When travel is within (50) miles of headquarters, the traveler must have justification and approval by the respective University Vice President. The contract number should be provided at the time of reservation and pick-up, and it is the responsibility of the traveler to ensure that the contract terms are applied. National and Enterprise contract rates are available for both in-state and out of state rentals.

The terms of these contracts include reasonable daily price points and insurance and waivers for other types of fees. To avoid incurring unallowable expenses, all travelers on University business should use the contracted suppliers whenever possible. Failure to use the National or Enterprise contract for rental vehicles will require written justification by the traveler. In the event the traveler fails to justify the use of a rental company other than the above supplier, any additional cost will be borne by the traveler. Justification must be provided and included in the receipt package.

Departments may set up direct-bill accounts with either National or Enterprise to reserve and pay directly for rentals for non-employee travelers. If that is not possible, non-employees should secure a compact vehicle with the supplier offering the most economical rate. Personal insurance coverage and other types of optional charges will not be reimbursed.

Rental cars are generally limited to the rental of an economy or compact class cars. An exception to the vehicle class rule is allowed when the automobile is shared with other travelers on University business. An intermediate or full-sized vehicle is justified when transporting (2) or more travelers, while (4) or more travelers qualify for a mini-van or SUV. An exception to the vehicle class rule is also available when the traveler must transport significant amounts of materials or equipment for business purposes. Luxury or premium vehicles are not available under state contract under any circumstances.

Any additional expenses associated with a car rental, incurred for personal reasons, including personal accident insurance, GPS or Roadside assistance, will not be reimbursed. Travelers should have a valid business reason for retaining a vehicle rental for an extended period of time. For instance, a traveler who attends a conference for several days and stays at the hotel where the event is being held would not likely need to retain a vehicle for the entire stay.

The state contract with Enterprise and National does not apply to international travel. Vehicles should be rented only from legitimate licensed, insured and regulated agencies abroad. When renting a vehicle internationally, coverage for accident insurance, personal insurance, and roadside assistance should be purchased from the rental provider in that country.

#### **REQUIRED DOCUMENTATION**

- An itemized receipt for all vehicle rental expenses must be included in the receipt package. The receipt should clearly indicate the contract number, class (size) of the vehicle, and daily amount.
- An official agenda must be attached to the expense report.
- The approved justification if the traveler rented a larger vehicle than a compact.
- When travel is within (50) miles of headquarters must have approval by the respective University Vice President.
- The approved justification for travel within the United States if the traveler rented a vehicle from a provider other than National or Enterprise.

#### **SERVICES**

Payments for services should generally be supported by a contract and processed by purchase order through Procurement and Accounts Payable. In rare circumstances, travelers may be reimbursed for small amounts paid for services to individuals or entities conducting University business. In those cases, the expenditure must be documented with a receipt identifying the payee, date, dollar amount, services rendered and business purpose or justification. Due to IRS tax reporting requirements, payments to individuals should generally be limited to \$600 and below. For payments made to foreign nationals for services rendered in a foreign country, the appropriate IRS W-8 form should be obtained along with the receipt.

#### **STATE VEHICLES**

The use of a state-owned vehicle is encouraged whenever possible. If a State vehicle is used, mileage may not be claimed. While most State vehicles are maintained routinely by the department or unit, gas required for a particular trip may be paid through travel. Receipts must be provided. The license plate number of the State vehicle should be provided at the time a spend authorization and/or expense report is submitted.

#### **UNIVERSITY EVENTS**

Mileage will be reimbursed to attend a University event in accordance with University Policy # FPU-7.0092p. If you are required to attend a University event outside of normal work hours, round trip mileage from the residence to the University location will be reimbursed.

## UNIVERSITY FACILITIES

Mileage between the University's facilities is paid in accordance with University Policy # FPU-7.0092p.

The traveler is not authorized to claim a mileage allowance when transported gratuitously by another person between University facilities.

### REQUIRED DOCUMENTATION

- A record of miles must be accurately maintained and shown on the expense report. If more convenient, a separate log may be included with the receipt package showing multiple trips of recurrent mileage, as long as it is transparent and auditable. Either the expense report or the log must show the number of miles of travel from the point of origin to the point of destination.
- Intercampus travel is reimbursed at flat rates as per University Policy # FPU-7.0092p; therefore, maps are not required.
- After hours mileage reimbursement to/from home requires meeting justification. Example justification: Outlook calendar appointment, flyer or brochure of the event.
- Roundtrip mileage for an after hours event requires justification. Example justification: Outlook calendar appointment, flyer or brochure of the event.

## OTHER TRANSPORTATION

Taxis, trains, buses, Uber, Lyft, and other forms of ground transportation may be used when resulting in cost savings to the University. Receipts are required for all ground transportation reimbursements.

### REQUIRED DOCUMENTATION

A receipt is required for the following expenses and should be included in the receipt package:

- Taxi or shuttle expenses per incident; including a tip up to 15%. Any travel expense requires a receipt.
- Bus, train or other ground transportation per incident. Any travel expense requires a receipt.
- Parking and tolls.

# OTHER TRAVEL

## ADA ACCOMMODATION

University travelers that require reasonable accommodation under the Americans with Disabilities Act for travel arrangements should submit requests to Human Resources with a minimum of ten (10) business days before the date of travel. The approved ADA Reasonable Accommodation Request Number (ARN) must be included in all justification provided for any disability-related exception to the requirements of the University's Travel Manual.

## SUPPLIERS

The University may compensate travel expenses to suppliers in addition to their other fees with prior approval. The expenses may be paid as part of the supplier's flat service fee (all-inclusive), or the agreement may stipulate travel costs to be paid as a separate reimbursable expense. In the latter case, an invoice will be processed and reimbursements will be paid. The invoice will follow the same procedure for invoices with an approved purchase order in place before invoicing. Travel expenses incurred by a non-employee must be itemized and are subject to all University travel procedures.

## HONORARIA

An Honorarium is a gratuitous payment of money or other thing of value to a person for the person's participation in a usual academic activity for which no fee is legally required. An honorarium is provided as a token of appreciation for participation in an activity or event, and not as a contractual obligation to pay for services rendered. An Honorarium is treated simply as a token of appreciation to the person for their time. When a set dollar amount has been agreed upon, it is no longer a gift. When a dollar amount has been defined between the University and the guest, it is in the best interest of the guest and the University to do an Independent Contractor Agreement. This gives the speaker the right to collect travel and other applicable expenses. Refer to the Honorarium Payment Request Forms for instructions regarding determination of an honorarium and payment processing. An Honorarium Form must be completed before the event occurs and should be used only when a set amount of money has NOT been defined. Honoraria will be paid using a purchase order. Travel costs of an honorarium are not to be reimbursed though ad hoc payments. IF an honorarium is for an employee, staff, or students, contact HR for processing procedures. For assistance regarding an honorarium, please contact the Procurement Department.

## JOB CANDIDATES

The University will reimburse the actual cost of airfare, hotel, tolls, taxi fares including a 15% maximum tip, and gas for a rental car following the procedures stated herein.

An economy/compact level rental car will be reimbursed at actual cost. The invoice must clearly state whether the rental is an economy/compact category vehicle. If a higher category vehicle (intermediate or full size, SUV, minivan, luxury, or premium) is rented, the University will only reimburse the cost of an economy/compact car.

It is the candidate's responsibility to provide the rental companies documentation of what the economy/company rental cost would have been. If no comparison is provided, reimbursement will be based on the daily economy rental car rate of \$25.50 per day (all inclusive) listed in the State of Florida National/Enterprise Contract 78111808-15-1.

Rental cars are generally limited to the rental of an economy or compact class cars. An exception to the vehicle class rule is allowed when the automobile is shared with other travelers on University business. An intermediate or full-sized vehicle is justified when transporting two or more travelers, while four or more travelers qualify for a mini-van or SUV. An exception to the vehicle class rule is also available when the

traveler must transport significant amounts of materials or equipment for business purposes. Luxury or premium vehicles are not available within the state contract under any circumstances. Meals & mileage will follow state guideline rates.

## REQUIRED DOCUMENTATION

If a department or business unit is paying travel expenses for an individual visiting for a job interview, the following documentation is required to accompany the ad hoc request for reimbursement:

- (1) The relevant position job posting with full description, position number, job title.
- (2) Name and mailing address of the candidate.
- (3) Workday accounting information: cost center, fund and spend category.
- (4) Interviewees' daily schedule while at the University; including meals hosted by the University.
- (5) All receipts showing a zero balance or "paid."

## EXPENSES NOT REIMBURSABLE

Reporting of travel expenses absorbed by the traveler and unpaid by the University is not required. The University will not question any and all omissions. Any expense that is complimentary, paid or provided by a party other than the University or the traveler, should also be reported in the form of a comment in the spend authorization and on the expense report.

## PAYMENT OF LESS THAN PUBLISHED RATE

Departments may not adopt meal or mileage reimbursement rates less than those published by state or federal agencies and prescribed by University procedure.

Exceptions to this rule are as follows:

- (1) Meals are provided or "comped" by a party other than The University. The traveler should indicate which meals were provided and by whom. Deductions should be made per meal, according to Florida Statutory (Domestic travel) or Department of State (Foreign travel) published rates.
- (2) An individual traveler chooses to waive the full reimbursement amount in favor of a lesser amount or no reimbursement. An individual may voluntarily choose to waive the full reimbursement allowance.
- (3) Sponsored project travel. In the case where a grant stipulates a limit on travel reimbursements, the lesser of the sponsored project specified amount or the University procedure will apply. In the case where no limit is set by the project sponsor, the University procedure will apply. A **PRINCIPAL INVESTIGATOR** may not set rates for travel reimbursement in an amount less than that allowed by University procedure.
- (4) Travel sponsored by student government funding will be reimbursed at the same rates listed in this document for all faculty and staff of Florida Polytechnic University.
- (5) Student group travel. Meals for student group travel may be purchased and reimbursed at actual cost, provided that the total cost is less than the combined sustenance for all participants.

Example: Five (5) student travelers with meals for (2) days (5 students x \$36.00 per day x (2) days = \$360.00 total meal reimbursement.)

(a) The actual cost of all student meals combined for the (2) days equals \$325.00.

- All students **MAY** be reimbursed their actual meal cost.
- Valid receipts & official agenda must be provided as supporting documentation.

(b) The actual cost of all student meals combined for the (2) days equals \$400.00.

- All students **MUST** receive the sustenance rates for meals: view **MEAL RATES**.
- An official agenda must be provided as supporting documentation.

## REIMBURSEMENT OF A FLAT AMOUNT

If the department head wishes to set an overall dollar limit on the amount a traveler will be reimbursed for specific, elective travel, the limit should be agreed to by the traveler and documented in writing at the time of the spend authorization before the trip. The signed document or email should be included in the receipt package and submitted later with the expense report.

For this type of arrangement, the total amount of expenses reported on the spend authorization and the expense report should equal the amount of the allowed reimbursement. Receipts must be provided to support the total minimum amount claimed. The incurred expenses should include the following but are not limited to:

- |                             |                 |                                                      |
|-----------------------------|-----------------|------------------------------------------------------|
| (1) Airfare                 | (4) Incidentals | (7) Registration Fees                                |
| (2) Direct payment requests | (5) Lodging     | (8) Other expenses paid in advance by the University |
| (3) ECard expenses          | (6) Meals       |                                                      |

### REQUIRED DOCUMENTATION

Email or document signed and dated at the time of spend authorization, showing the agreement of the traveler and department head when total reimbursement amount is being capped.

## SPONSORED PROJECTS

Certain grants may contain provisions that further limit the amount and type of reimbursable travel expenditures. The traveler and project manager (**PRINCIPAL INVESTIGATOR**) should ensure any proposed travel is in accordance with the project agreement before the travel begins. Project managers further guarantee by their approval that all conditions of the pertinent contract have been met. When the maximum amount allowable for reimbursement of travel expense under the sponsored project and the maximum amount allowed by this manual is different, the lesser of the two shall apply.

If a sponsored project stipulates payment of rates less than the University's current allowances, an explanation should be entered into the memo field of the expense report line in Workday.

### REQUIRED DOCUMENTATION

A copy of the relevant grant language should be included in the receipt package.

## SHARED BY DEPARTMENTS

Each traveler will be responsible for submitting a spend authorization and expense report claiming their department portion of the travel expenses.

## SHARED BY TRAVELERS

Under certain circumstances, faculty or staff may request reimbursement for expenses paid on behalf of students or other employees. In such a case, a signed memo must be provided from each student/employee stating that said traveler paid for his or her expenses and the expense will not be claimed by the student/employee. Proof of payment must be included to substantiate the request.

### REQUIRED DOCUMENTATION

When faculty or staff request reimbursement for expenses paid for other travelers, a signed statement from the student/employee stating expenses were paid by "X" and no expenses will be personally claimed.

## **TRAVEL PACKAGES**

If multiple travel expenses are purchased together as a package that results in cost savings for the University, it is the responsibility of traveler or delegate to obtain a breakdown from the merchant or to allocate a reasonable portion of the total to each expense type.

### **REQUIRED DOCUMENTATION**

- An itemized receipt, showing paid or a zero balance, for all reimbursement requests. This includes, but is not limited to, lodging, incidentals, airfare, tolls, gas for the rental vehicle and other modes of transportation.
- An itemized receipt, showing paid or a zero balance due for all rental car expenses. The receipt should clearly indicate contract number, vehicle class, and daily amount.
- Approved justification if the traveler rented a larger vehicle than a compact.
- Candidate name & mailing address.
- The job posting, daily interview schedule including meals provided for the candidate.
- Departments must provide full and complete accounting information with spend categories, and funding source(s).

## **TRAVEL STIPENDS**

Travel stipends awarded to grant participants or students are not paid through the Finance Department.

# FOREIGN TRAVEL

Travelers, delegates, and approvers should be familiar with these procedures insofar as they must understand when meals and lodging may or may not be requested and when meals should be deducted from the total daily allowances.

## FOREIGN MEALS

Meals for all days of foreign travel will be reimbursed at the published Department of State rate for the destination area.

The allowance for incidentals listed with the published Department of State rates should be excluded to arrive at the meal allowance. The University reimburses actual amounts per incident for these types of expenses pursuant to FS 112.061, incidental per diem allowances for Foreign Travel that appear with the federal published rates may not be claimed. Review [INCIDENTALS](#) for additional information.

MEAL	TRAVELER MUST DEPART BEFORE	AND EXTEND BEYOND	TO CLAIM MEAL ALLOWANCE OF
BREAKFAST	6:00 AM	8:00 AM	\$6.00
LUNCH	12:00 PM	2:00 PM	\$11.00
DINNER	6:00 PM	8:00 PM	\$19.00
ALL MEALS	6:00 AM	8:00 PM	\$36.00

As indicated in the table above, meals for first and last days of foreign travel are based on times of departure and return. On the first and last days, travel must begin before 6:00 AM and extend past 8:00 AM to qualify for breakfast; begin before 12:00 PM and extend past 2:00 PM to qualify for lunch; and begin before 6:00 PM and extend past 8:00 PM to qualify for dinner.

Foreign meal rates are paid from the time the traveler reaches a foreign destination until his or her return to the United States.

Meals included in the cost of registration fees or otherwise paid by the University must be deducted from the daily meal allowance. Meals provided, as indicated in the event agenda (if available), cannot also be paid as part of a daily meal allowance and must be deducted regardless of whether the traveler participated in the meal event or not.

Continental breakfast is a meal and must be deducted from reimbursable meals if provided as part of a registration fee or otherwise paid for by the University. Meals provided by an airline need not be deducted.

The department or unit may not implement standing meal allowances for foreign travel that deviate from the published federal meal amounts. A traveler may voluntarily claim a lesser amount. Under no circumstances may the meal allowance claim exceed the published federal rates.

## FOREIGN LODGING

There are no contracted or preferred hotels for foreign travel. Lodging reservations should be made with any merchant in accordance with sound purchasing procedures pursuant to Florida Statute 112.061.

Maximum allowable foreign lodging rates are determined by the U.S. Department of State, Foreign Per Diem Rates, Maximum Lodging Rate, for the particular city or region.

If unique circumstances require that the nightly hotel rate exceeds the published U.S. Department of State rate, justification is required, which must be included in the receipt package.

Foreign lodging will be allowed at the single occupancy rate unless a room is shared by multiple travelers resulting in cost savings to the University. If the hotel receipt indicates double occupancy and the room is not shared with another University traveler, the reimbursement must be reduced (if paid out-of-pocket), University must be reimbursed for the added cost (if paid with an Ecard), or confirmation that the rate is the same for single and double occupancy is required.

Late checkout, early check-in, or guarantee reservation fees that cannot be canceled will not be allowed unless a valid business reason is provided.

Room service is not reimbursable or payable by the University.

#### **REQUIRED DOCUMENTATION**

- An itemized lodging receipt must be included in the receipt package.
- Approval by respective University Vice President if the nightly rate exceeds the Department of State rate.
- Conversions to US dollars must be provided for each expense and included with the receipt package. Conversions must be based on the date of receipt.

# CASH ADVANCE

Travelers are encouraged to obtain a Florida Poly Expense Card to avoid the need for a cash advance. For information on Florida Poly's Expense Card program, please refer to the Florida Poly Expense Card Manual.

In some circumstances, a cash advance for University travel expenses may be requested. If a traveler falls into one of the categories below, a cash advance may be requested during the spend authorization process. Prior approval from the Finance Department is required as part of the business process in Workday.

Cash advances are issued only in the following situations:

- Travel destination is to a remote area where credit cards are not accepted.
- Travel is performed for an extended length of time (30 days or more).
- The traveler has not been issued an Ecard.
- The traveler is a student.
- The traveler is incurring expenses for students accompanying traveler on the trip.

In these cases, the University will authorize payment of up to 50% of estimated out of pocket expenses such as meals, incidentals, etc., with an approved spend authorization for staff. The University will authorize 100% of estimate out of pocket expenses if a student worker's travel expenses are the reason for the advance. Faculty are allowed a cash advance of up to 80% of the spend authorization amount.

A cash advance will be issued no more than (5) business days before the start of travel.

Only University employees and students are eligible to receive an advance unless a grant specifically states otherwise. Current cash advance procedures are as follows:

- The traveler shall not have more than one advance at a time.
- An expense report must be completed when a cash advance has been given, even if there is no reimbursement due to the traveler, in order to reconcile the cash advance and clear the outstanding balance from Workday.
- The advance must be settled no more than (10) business days from the travel end date.
- Any money advanced to the traveler in excess of actual expenses must be repaid to the University within this timeframe. Excess funds should be paid to the Bursars Office, and a copy of the deposit receipt should be attached to the expense report.
- If excess funds have not been remitted to the University within (10) days and an expense report is not submitted within 60 days of returning from a trip, set-off procedures may be implemented as stated below:
  - To receive a cash advance, a traveler must preauthorize the University to deduct the amount from wages if they do not settle their advance within the defined timeframe after returning to the official headquarters. If payroll offset occurs, the traveler may make payment arrangements for a payroll deduction until the cash advance is settled. If a cash advance results in payroll offset, then the traveler will not qualify for future advances.

# DISALLOWED EXPENSES

The following list, which is not all-inclusive, represents some travel expenses that are not allowable:

- Alcoholic beverages
- Cancellation charges (unless justified)
- Cell phone expenses
- Childcare costs
- Extra baggage charges for personal items; golf clubs, skis, etc.
- Hotel safe fees, unless mandatory by the hotel
- Insurance, personal coverage on rental vehicles
- Late check-out fees or early check-in fees. Early boarding fees for flights are allowed.
- Laundry, cleaning, pressing expenses for trips of six days or less
- Lodging within (50) miles of headquarters or home (unless justified)
- Lost or stolen cash and/or personal property
- Meals included in the cost of registration
- Mileage from home to headquarters or headquarters to home (unless after hours or outside normal work days)
- Non-business related activities such as sightseeing or entertainment
- Parking expenses at the assigned workplace
- Pay-for-view movies in hotel/motel room
- Pet care fees
- Phone calls for personal use including calls home
- Plane, personal use
- Repairs, towing service, etc. for personal vehicles
- Spouse or family expenses
- Supplies associated with the business activities of a trip costing more than \$100
- Traffic citations, parking tickets, and other fines
- Travel insurance with the exception of international travel
- Travel to foreign destinations designated “terrorist states,” pursuant to Florida Statute 112.061 and designated by the U.S. Department of State
- Vehicle rental amenities such as unnecessary toll and GPS devices, roadside assistance, etc.

# TERMS AND DEFINITIONS

<b>ad hoc</b>	A non-employee processed through Workday for purposes of travel-related or other reimbursements, or any University business purpose.		
<b>common carrier</b>	Commercial train line, bus line, or airline operating scheduled trips/flights or an established rental car firm.		
<b>complimentary</b>	The term for “payment” method when an expense is paid for, or otherwise provided, by an organization or entity outside the University, by virtue of the traveler’s business activities or employment.		
<b>conference and/or convention</b>	The coming together of persons with a common interest(s) 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 and workshops 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 and required when there is a registration fee. A conference does not mean the coming together of State University personnel.		
<b>conference hotel</b>	The hotel where the conference, convention, meeting or other event is held or conducted. A neighboring hotel “suggested” by event organizers does not necessarily constitute the conference hotel.		
<b>domestic travel</b>	Travel within the contiguous United States, Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands.		
<b>delegate</b>	An individual, designated by a traveler, who can submit spend authorizations and expense reports into Workday on the traveler’s behalf. For purposes of travel submissions, a delegate has the same access that a traveler has.		
<b>emergency travel</b>	Travel that must commence with less than (24) hours’ notice to the traveler.		
<b>expense report</b>	Submission entered into Workday after travel occurs. The expense report serves the purpose of reporting travel expenses as well as requesting reimbursement to travelers for out of pocket expenses.		
<b>fiscal approver</b>	<p>The individual authorized to approve the monetary amounts requested and claimed for travel; manager for general unit funds, the project manager (<u>principal investigator</u>) for grant funds.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Mandatory Approvers:  Administrative Assistant  Cost Center Manager  Manager (Employee’s Supervisor)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Conditional Approvers:  Accounting Manager  Award Contract Specialist (grant worktag)  Controller (&gt; \$5000)  Grant Manager (grant worktag)  Lead Principal Investigator (grant worktag)  President (2nd approver - international approval)  Project Coordinator (project worktag)  Project Manager (project worktag)  Provost (1st approver - international travel)</p> </td> </tr> </table>	<p>Mandatory Approvers:  Administrative Assistant  Cost Center Manager  Manager (Employee’s Supervisor)</p>	<p>Conditional Approvers:  Accounting Manager  Award Contract Specialist (grant worktag)  Controller (&gt; \$5000)  Grant Manager (grant worktag)  Lead Principal Investigator (grant worktag)  President (2nd approver - international approval)  Project Coordinator (project worktag)  Project Manager (project worktag)  Provost (1st approver - international travel)</p>
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<b>foreign travel</b>	Travel outside the contiguous United States, Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands.		
<b>in-state travel</b>	Travel within the state of Florida, or travel from an outside state or country to the state of Florida.		
<b>manager</b>	The individual(s) authorized to approve the monetary amounts requested and claimed for travel in the unit. Submissions require an electronic fiscal approval in the business process in Workday.		

# TERMS AND DEFINITIONS

<b>map mileage</b>	Generally, city-to-city mileage, with the exceptions of travel from one University campus to another, or travel between some intra-county locations.
<b>out-of-state travel</b>	Travel from within Florida to another U.S. State, Puerto Rico, and the U.S. Virgin Islands. Puerto Rico and the U.S. Virgin Islands are considered Out-of-State travel for reporting purposes.
<b>portage</b>	Assistance in carrying or transporting the traveler's luggage and/or materials.
<b>preferred supplier</b>	A merchant that has an established contract with the state or University for goods or services. Preferred suppliers should be used by any Employee requiring that merchant's service for travel. In the event a preferred supplier is not used, written justification by the traveler will be required.
<b>principal investigator</b>	The manager of a sponsored project. Referred to as "Project Manager" in Workday.
<b>spend authorization</b>	The initial submission entered into Workday before any expenditures are incurred or travel occurs. The spend authorization is the Traveler's permission to incur travel expenses and must be approved in the Workday workflow before any Travel activities occur. The spend authorization is an estimate of what a specific trip will cost.
<b>supervisor</b>	The traveler's supervisor as indicated in Workday. Alternately, the individual the traveler "reports to" as indicated in Workday. In Workday, this business process requires the supervisor's approval electronically.
<b>travel expense</b>	Authorized travel expenses of travelers, limited to those expenses necessarily incurred by them in the performance of a University purpose. All travel expenses must be allowable within the scope of this Travel Manual.
<b>travel period</b>	A period between the time of departure and time of return. The travel period may include reasonable time to reach the airport from home and early arrival at the airport before actual plane departure.
<b>travel day</b>	A period of (24) hours consisting of four quarters of 6 hours each. Class A: continuous travel more (24) hours away from official headquarters. Class B: continuous travel fewer than (24) hours that involves overnight absence from official headquarters. Class C: travel for short or day trips where the traveler is not away from his or her official headquarters overnight. Meals will not be reimbursed for Class C travel.
<b>traveler</b>	The following groups may be considered allowable University Travelers when performing authorized travel: <ul style="list-style-type: none"> <li>• Both full-time and part-time employees of the University</li> <li>• University consultants or advisors</li> <li>• Candidates for University executive or professional positions</li> <li>• University students: expenses incurred by students are reimbursable if specifically authorized by fellowship, contract, and grant or provide for a defined University business purpose</li> </ul>
<b>University</b>	Florida Polytechnic University
<b>Workday</b>	Florida Poly's Enterprise Resource Planning (ERP) software used to process all travel related requests and expenses.