

IV. Authorized/Unauthorized Expenses

A. Authorized Expenses:

The following expenditures are authorized for both national and international travel: Please note that the FL POLY E-Card may not function in all international locations; E-Card holders are encouraged to confirm that the card will be accepted in the country of destination.

- 1) Administrative Fees Licenses
 - a) Background Check, Degree Verification, fingerprinting, Notary License
 - b) Passport
- 2) Advertising
 - a) Employment Journal Magazine Newspaper Radio Research Participant
 - b) Television
- 3) Airfare
 - a) Coach class only.
 - b) An approved Spend Authorization must be obtained prior to Expense an airline ticket. Travelers are required to use the most economical means of transportation.
- 4) Arts and Crafts Supplies
- 5) Audio Visual Equipment (less than \$5,000.00)
- 6) Batteries
- 7) Books and Publications Library
- 8) Banks Non-Library (less than \$5,000.00)Business Related Phone Calls/Internet access/Fax
- 9) Business Related Phone Calls/Internet access/Fax
- 10) Business Association and Membership Dues
 - a) Membership Dues
 - b) Professional Associations
- 11) Camera Supplies/Video Equipment/Digital Camera (less than \$5,000.00)
- 12) Compressors (less than \$5,000.00)
- 13) Computer Maintenance Support
- 14) Computer PDA (less than \$5,000.00)
- 15) Computer Supplies and Parts (less than \$5,000.00)
- 16) Computers (less than \$2,000.00)
- 17) Cooling AC Supplies
- 18) Courier Delivery Service
- 19) Digital Camera Camcorder (less than \$5,000.00)
- 20) DVD Players Recorders (less than \$5,000.00)
- 21) Electrical Hardware Supplies
- 22) Electrical Wire or Cable
- 23) Electronic Supplies
- 24) Emergency Car Repairs - FL POLY/STATE vehicles only

- 25) Film and Recording Media.
- 26) Furniture (less than \$5,000.00)
- 27) Hardware Nails Screws Bolts
- 28) Hotel Rooms
 - a) Single occupancy only.
 - b) Personal charges should be billed separately and paid for by the traveler at check-out. For hotel rentals in Florida, the sales tax must be exempted
 - c) Daily hotel room rates exceeding \$200/night in Florida require prior approval.
- 29) Janitorial Supplies (less than \$200)
- 30) Office Equipment (less than \$5,000.00)
- 31) Office Supplies
- 32) Parking
- 33) Parking Fees Road Tolls
- 34) Paid for by Third Parties - The following travel expenses are authorized to be paid for third parties:
 - a) Airfare
 - b) Hotel Charges
 - c) Registration Fees
 - d) Taxis
- 35) Rental Cars
 - a) A justification for a vehicle other than a compact car must be submitted and approved prior to travel.
 - b) The State Contract for rental cars may be viewed at: http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_and_agreements/state_term_contracts/rental_vehicles
- 36) Registration Fees
- 37) Service Tolls
- 38) Taxis - May include tips not exceeding 15% of the taxi fare.
- 39) Fuel for Rental Car - University Fleet Vehicles or Department owned/leased vehicles (vehicles not issued to an individual). FL POLY/STATE vehicles only.

Please note that the E-Card holder must be present when the charges are made in order to sign the receipt. Under no circumstances can the E-Card be given to a third party traveler in order to settle that traveler's charges.

B. Unauthorized Expenses:

The following general categories **may not** be purchased with the VISA E-Card during Travel. In the case of grant funds, please check with Contracts & Grants Manager. *Please note that this is not an all-inclusive listing of the unauthorized expenditures. Always check with the Procurement Department before you use your card when you are not sure if the purchase is allowable.*

- 1) Airfare First class and business class travel
- 2) Alcohol-Liquor, Beer, Wine
- 3) Anything costing more than your Single Transaction Limit (no splitting of charges to circumvent your STL)
- 4) Business-related airfare combined with personal
- 5) Car repair (non-emergency)
- 6) Gasoline for personal vehicle usage
- 7) Household Moves
- 8) Meals and Restaurant Purchases
- 9) Movies
- 10) Parking Citations
- 11) Recurring monthly expenses
- 12) Room Service
- 13) Travel-related expenditures for third parties (excluding airfare, hotel charges, taxi and registration fees)
- 14) ANY ITEM PROHIBITED BY LAW, REGULATION, or POLICY

C. Receipts:

All E-Card receipts must be filed in Workday as an attachment to the expense report, by either the Cardholder or their delegate. This is a required task in the expense module when preparing expense report travel reimbursement.

- 1) One copy of the receipt shall be filed with the E-Card Approver
- 2) One copy of the receipt shall be filed with the travel reimbursement.

V. RESTRICTED ITEMS

The following general categories should not be purchased with the VISA Expense Card. Please check with Grants & Contracts for questions concerning the appropriate use of grant funds.

- A. Attorney/Legal Services
- B. Capital Equipment/Asset Items (\$5k or more)
- C. Cash Advances –ATM, Money Order, Wire Transfer
- D. Cash Credits and Refunds
- E. Contractual Services (unless authorized by Procurement Department)
- F. Contributions or Gifts
- G. Gift Cards or Gift Certificates
- H. Guns and Ammunition Hazardous materials, radioactive materials, controlled substances, explosives, pesticides or any other item prohibited by law, regulation or policy.
- I. Leases
- J. Liquor/Beer/Wine
- K. Meals

- L. Minor Construction/Renovation
- M. Personal items: including, but not limited to, congratulatory telegrams, items of a decorative nature, wall hangings, awards, entertainment, refreshments and alcoholic beverages, personal subscriptions, coffee pots, microwaves, refrigerators, stoves, etc.
- N. Promotional Items (Any items with FPU logo must be approved by marketing)
- O. Utility equipment: including, but not limited to, lighting, heating, cooling, fans, janitorial supplies (more than \$200), etc.
- P. **Travel (unless authorized)**
- Q. Household Moves
- R. Insurance (needs prior approval from Procurement Department)