

SPEND AUTHORIZATIONS

- **What is a spend authorization?**
 - A spend authorization is an estimate of the cost of your travel.
- **Do I need a spend authorization for all travel?**
 - Yes, you need a spend authorization for all travel.
- **Can I make a charge for my travel before the spend authorization has been fully approved?**
 - No purchases, by the traveler or University, can be incurred until the spend authorization has been fully approved.
- **What kind of back up is needed?**
 - First, you need something that explains why you are traveling. This could be a meeting or conference agenda or overview.
 - A “PDF” of your internet search of hotels; airfares, parking cost etc. are great back-up for estimated costs.
 - Reservation confirmations for hotels, rental cars, shuttle services. As long as no charges have been incurred.
 - MapQuest/Google Map for mileage.
- **Can I use any rental car agency?**
 - No, the State of Florida contract is with Avis.

EXPENSE REPORT

- **What is an expense report?**
 - An expense report has multiple functions.
 - It is a reimbursement for travel.
 - It is a reimbursement for out-of-pocket expenses.
 - It is the way you reconcile expense card charges (travel & non-travel)
- **Is a spend authorization required for all expense reports?**
 - No, only overnight travel and monthly vehicle mileage require spend authorizations.

- **What is per diem?**
 - Per diem is an allowance for certain expenses – a specific pre-set amount of money an organization gives an employee to cover daily expenses when traveling for work.

- **Can I be reimbursed for gas?**
 - Maybe. Florida Polytechnic University only reimburses gas for rental cars and university vehicles. Mileage incurred while using your personal vehicle is reimbursed at a per-diem \$0.445 per mile rate.