

FLORIDA
POLYTECHNIC
UNIVERSITY



Florida Polytechnic University Travel Guidelines

Travel Justification: Include the sentence below to your justification

Traveling to **CITY, STATE** to attend the **CONFERENCE/MEETING details**. Information gained will be used for knowledge and instruction benefiting the State of Florida and Florida Polytechnic University.

Receipts:

Receipts are needed for all charges. International transaction fees under \$10 and per diem are exceptions.



Meals - Per Day Total - \$36.00

\$ 6.00 Breakfast - Travel begins before 6am & past 8am

\$ 11.00 Lunch - Travel begins before 12pm & past 2pm

\$ 19.00 Dinner - Travel begins before 6pm & past 8pm



Mileage:

.445¢ per mile except between University locations.

Travelers may use their privately owned vehicle and when doing so will be reimbursed for authorized business travel. Travelers using a privately owned vehicle will be reimbursed on a mile for mile basis at the rate authorized in Section 112.061, F.S., which is currently \$.445 per mile. The miles claimed may not exceed the miles actually driven. MapQuest (or similar) directions using exact to/from addresses are required to accompany all mileage reimbursements except between University locations.

Travel Reimbursement between University Locations:

1 Way - IST to/from Poly South.....	6.45
R/T - IST to/from Poly South	12.90
1 Way - IST to/from FIPR	11.04
R/T - IST to/from FIPR.....	22.08
1 Way - Poly South to/from FIPR.....	4.76
R/T - Poly South to/from FIPR.....	9.52



Lodging Criteria



A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the agency head.

Per Diem - \$80.00 per day

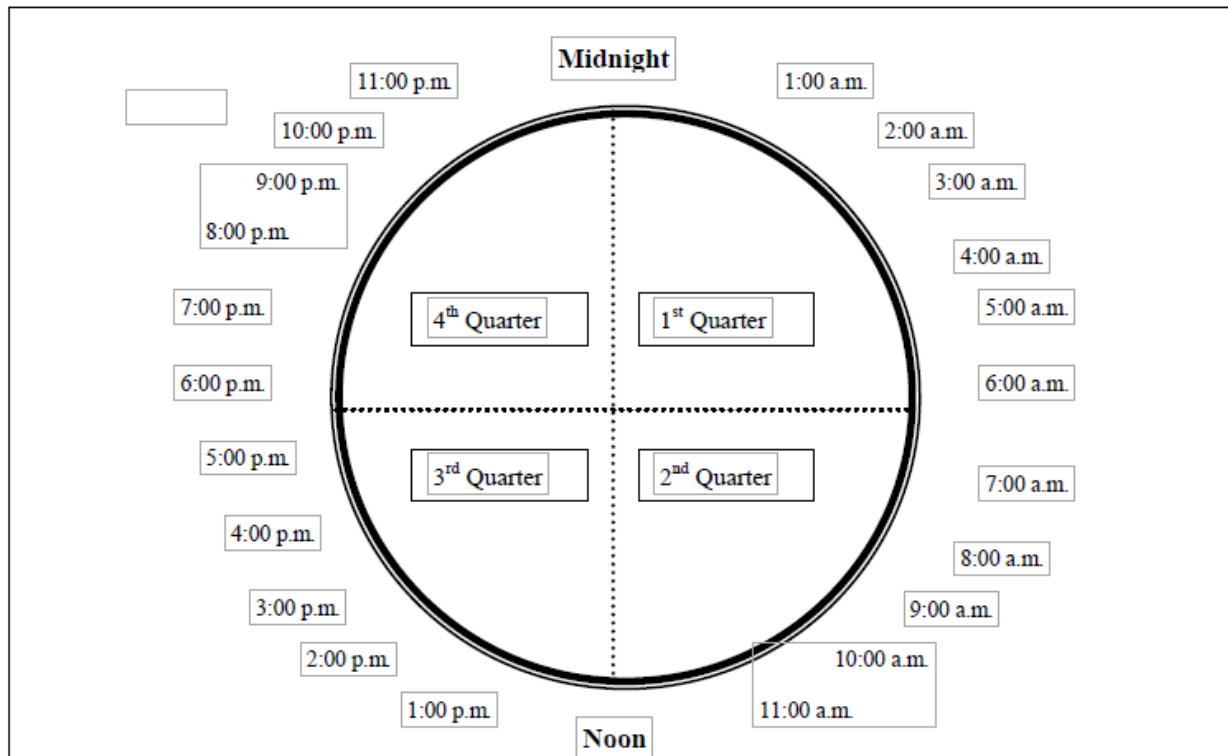
Travelers will be reimbursed \$20.00 for each quarter that travel begins or ends.

1st quarter starts @ 12:00 a.m.,

2nd quarter starts @ 6:00 a.m.,

3rd quarter starts @ 12:00 p.m.,

4th quarter starts @ 6:00 p.m.



If the traveler is in any portion of that quarter they will receive that quarterly allowance of \$20.

With a per diem allowance, the traveler is not required to provide documentation and an itemization of actual lodging.

Meals and/or lodging may not be claimed in combination with per diem.

All meals provided to the traveler must be deducted from the per diem rate of \$80 per day.