State University Board Trustee Travel Reimbursement Guidelines
State of Florida

Purpose

These guidelines explain what expenses board members may and may not be reimbursed for when traveling on official university business under State of Florida travel reimbursement rules. All reimbursements must be for actual and necessary expenses incurred in the performance of official duties and must be substantiated with appropriate documentation.

Food | Per Diem

Board trustees on official University business travel may receive reimbursement for meals, but at a per-diem rate only:

1. Breakfast.......$6
2. Lunch..........$11
3. Dinner.........$19

Trustees cannot be reimbursed for meals that are provided when attending in-person Board meetings or any other function where the University or another entity provides trustees with meals.

Meal allowances apply only if travel meets statutory time criteria (e.g., travel begins early/ends late according to set times). Board staff can assist with correct determination.

Transportation Costs

Board members may be reimbursed for transportation necessary for official travel:

A. Private Vehicle Mileage

When a privately owned vehicle is used with authorization, reimbursement is at the State's standard mileage rate (currently $0.76 per mile).

B. Commercial Transportation

- Reimbursable with receipts:
  - Economy class airline tickets
  - Economy class train or bus fares
- If a more expensive class of travel is chosen for personal convenience, the traveler bears the excess cost.

Special note:* *The University will only fully reimburse you for flights in economy class unless an upgrade is required for medical accommodation.

C. Rental Cars

- Rental cars are generally limited to the rental of an economy or compact class cars.
- If a more expensive class of vehicle is chosen for personal convenience, the traveler bears the excess cost.
- Any additional expenses associated with a rental car incurred for personal reasons, including personal accident insurance, GPS or Roadside assistance, will not be reimbursed.

Special note: ***Please allow Board staff to reserve rental cars when traveling. We receive a substantial discount through the state of Florida contract, and as a tax-exempt organization, we can secure your rental car without paying state tax.***

Lodging

- Eligible lodging expenses must be reasonable (under $250/night), single-occupancy, and substantiated with an itemized receipt.
- Excess costs beyond the single-occupancy rate are the traveler's responsibility.

Special note: ***Please allow Board staff to reserve hotel rooms when traveling within the state of Florida. As a tax-exempt organization, we can secure your lodging without paying state tax.***

Special note: ***When staying in a hotel reserved and paid for by the University, please do NOT charge food to your room. This includes snacks, bottled water or other beverages in your room; room service; or hotel restaurant meals. We cannot pay for food with Educational & General (E&G) funds (remember, the color of money).***

Incidental and Other Reimbursable Expenses

Board members *may be* reimbursed for necessary, incidental travel costs including:

- Taxi, rideshare, or shuttle fares
  - Taxi or Rideshare Services and Car Service/Limousine, plus reasonable tips *(no more than 20%)* are reimbursable with receipts.
- Parking fees, tolls, ferry fares
  - Necessary and reasonable parking fees are reimbursable with receipt. Mandatory valet parking is reimbursable with receipt.

What Cannot Be Reimbursed

Board members **may not** be reimbursed for:

- Costs that are personal in nature or unrelated to official university business
- Extra costs incurred for personal convenience (e.g., upgraded travel class)
- Meals, lodging, or travel already provided at no additional cost (e.g., provided by the University or another entity)
- Any expense not supported by receipts or proper documentation

Documentation & Submission

To be reimbursed, members must submit itemized receipts for all actual expenses claimed.

Conclusion

These reimbursement rules are set by the State of Florida to ensure funds are used responsibly and fairly. Board members engaged in official travel should adhere closely to these guidelines and university procedures, and support all claimed expenses with documentation.