



# Travel Tips 2020-2021

## General

Individuals will only be reimbursed for items

- **They themselves paid for or charged**  
(no third parties; student name / proof of payment must appear on receipt)
- **That have not been reimbursed from any other source.**
- **When a “Travelers Seeking Reimbursement for Less Travel Expense than Entitled” form is on file.**
- **That are paid in full (zero balance) and on an itemized bill.**

Failure to submit documentation in a timely manner (within 10 business days after travel) will affect reimbursement of items. No reimbursements for any travel expenses paid through cash back programs, reward points, sky miles, etc.

## Transportation

### Air Travel

Air Travel reimbursement will require the student to provide the airline ticket (electronic or printed) in his/her name. An airline booking confirmation only is not sufficient. First class airfare or additional charges incurred as a result of not taking the most direct route available will not be reimbursed. See note above regarding sky miles.

### Rental Vehicle

Rental Vehicle Reimbursement will only be for compact vehicles from Enterprise Rent-A-Car. Special arrangements may be needed for a larger group and in this case the applicant must check with the Accounting Office prior to rental agreement. Gas receipts will be reimbursed.

## Personal Vehicle

Reimbursement for personal vehicle use will be \$0.445 per mile and no gas receipts will be reimbursed. Please provide starting point (address) and the destination address.

## Ground Transportation

(taxi, bus, subway, and airport shuttle)  
Allowable expenses if receipts are provided.

## Tolls

Allowable expense if under \$25.00 per occasion.

## Parking

Mandatory valet parking for official business, limited to \$1.00 per occasion. Must provide receipt for reimbursement.

*Traffic / Parking violations and fines and court fees will NOT be reimbursed.*

## Meals

Meal Allowances will be awarded based on travel times.

- Breakfast (travel before 6:00am and beyond 8:00am) will be \$6.00
- Lunch (travel before noon and beyond 2:00pm) will be \$11.00
- Dinner (travel prior to 6:00pm and beyond 8:00pm) will be \$19.00

If you have been reimbursed for registration fees or lodging which included meal(s), those meals will **not** be reimbursed.

## Gratuities

Food service tips will NOT be reimbursed. Gratuity on taxi fares will only be reimbursed up to 15%.

## Lodging

Single occupancy room rates including all taxes will be reimbursed. Personal expenses such as in-room movies, newspapers, room service, etc. will NOT be reimbursed. If sharing the room, please request that the hotel split the bill so your name will appear for charges you incurred.

Justification is required if nightly room rate exceeds \$200 per night in-state and out-of-state (excluding taxes).

Portage charges are limited to \$1.00 per bag, \$5.00 total per occasion.

## Per Diem Rate

If neither lodging nor meal allowance were reimbursed, student is eligible to receive a daily per diem rate of up to \$80.00. The travel day, twenty-four (24) hours, is divided into quarters; 12:01am to 6:00am, 6:01am to noon, 12:01pm to 6:00pm and 6:01pm to midnight. \$20.00 allowable for each quarter. Also see Travelers Seeking Reimbursement for Less Travel Expenses than Entitled form. Per Diem Rate is not available if funds are from FSU Foundation. In that case, the student will be awarded meals and lodging as per policy.

**IMPORTANT NOTICE: Our ability to award travel grants may be affected by University travel policies in response to COVID-19 mitigation.** For more information, please see <https://controller.vpfa.fsu.edu/coronavirus-updates>.