

Student  
Travel Guide  
and  
Requirements  
Neuroscience  
Graduate Program

May 2024

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# Travel Information

**If you are traveling on Behalf of FAU, the following information must be completed and submitted before travel.**

## **1. Student Travel Requirement:**

**Student Travel Requirement:** All students traveling falls under the purview of Student Affairs & Enrollment Management, which requires a notification to travel be submitted for all travel. <http://www.fau.edu/studenttravel/>

**Extremely important:** If your professor is paying for travel on their p-card for your registration, hotel etc... We need the student travel notification information completed right away (see link above) because we must attach the student travel approval letter and the Code of Conduct with the agenda in order to do a spend authorization for approval within the time allotment of 20-days in Workday.

**See the link above for deadline requirements for submitting to Student Affairs and Enrollment Management.**

## **2. Travel Requirements Before Departure Date:**

- ✓ **Need** Letter of Approval from student travel office and Student Travel Code of Conduct submitted to office a Minimum of 5 days before departure in order to be approved in workday. (must be submitted earlier if items are on a pCard)
- ✓ **International travel**, must give additional time in order for travel to be approved for students, see link above
- ✓ Registration and Airfare etc., should not be purchased before travel is approved in Workday.
- ✓ **All Travel must be approved in workday before departure date.**

## **3. P-Card Requirement: (credit card)**

If your professor is using a pCard to pay for your travel-registration-hotel etc., then reservations must be in your name. Please make sure to indicate that on your travel form that your professor will be using their pCard and an estimate of each charge. See requirements for each type of invoice. This is extremely important, because we must have two spend authorizations. One under pCard holders name for charging the expense in Workday and one under traveler's name for reimbursement to traveler.

**All Travel and invoices must be listed under your name, whether it is on pCard or for Reimbursements. (We cannot reimburse if you choose to put it under someone else's name)**

#### **4. Travel Forms Required**

**Students travel forms required in addition to forms below:** Letter of Approval from student travel office and Student Travel Code of Conduct

- a) **Research Accounting Travel Information form:** used for travel that does not have an agenda (for pCard charges or out of pocket reimbursements you will also need to fill out a Travel Spend Authorization form)
- b) **Travel Spend Authorization form:** used for travel for conference/workshops that have an agenda and for items that are being put on pCard or for out-of-pocket expense reimbursements.
- c) **Complimentary Travel** (only used when travel is for FAU business but no reimbursement necessary)
- d) All Travel Must include justification for travel and benefit to the state.  
\*\*\*All travel must include dates and times of departure and returns

#### **5. Registration for a Conference**

- a) Do not put registration on a pCard if meals are included, pay out of pocket and you will be reimbursed for the registration minus the meal. \*Food/banquet tickets etc. are not allowed on pCard.
- b) On pCard or for reimbursement - Send copy of Registration and agenda for processing.
- c) invoice must show proof of purchase.
- d) If conference itinerary includes meals, they will be deducted if you are being reimbursed for meals.

#### **6. Airfare/baggage**

- a) class of service must be economical rate.
- b) Invoice must include time of departure/return.
- c) baggage charges-receipts required (will not cover additional baggage) You can though justify additional baggage if you are taking items that are required for research purposes).
- d) upgrades are at traveler's expense.
- e) Cancelled tickets are at traveler's expense.
- f) invoice must show proof of purchase.
- g) Upon return: Turn boarding passes into office. This is your proof that you traveled (if you do not get a boarding pass, turn in your flight travel agenda(e-ticket)).

## 7. Hotels

- a) \$150 is the maximum allowed (if you go over this amount only up to \$150 will be reimbursed and if on pCard you will have to reimburse FAU)

Hotels at conference location can be justified if over the \$150.00.

- b) If hotel is in Florida and a pCard was used, no tax is allowed (you will have to contact hotel to have tax removed if it is on a pCard)
- c) Do not put the following items on your hotel bill if you are using a pCard. If you use your personal credit card, the items will be deducted from the reimbursement.
- Meals
  - Room Service
- d) On pCard or for reimbursement: Send copy of itemized Hotel Invoice for processing (invoice must include daily charges) if you use an online travel company like Orbitz, you must request from the hotel an itemized invoice).
- e) Invoice must show proof of purchase (you can use credit card statement as proof if necessary).
- f) Domestic lodging will be reimbursed at the single occupancy rate unless a room is shared by multiple University travelers resulting in a cost savings to the University. If the hotel receipt indicates double occupancy and the room is not shared with other University traveler(s), the reimbursement must be reduced, or you must provide confirmation that the rate is the same for single and double occupancy is required.

**Please note** - that if the traveler is using State Appropriated E&G or Carryforward funds or Contracts and Grants funds, no justification is acceptable for lodging amounts over \$150 if the event was organized in whole or in part by a State of Florida agency or university. Difference over \$150 must be paid from an alternative funding source.

## 8. Mileage - \$ .445 Cent Per Mile

On a separate spreadsheet include the following:

- a) Date and times of departure and return and each location traveled too.  
(Extremely important)
- b) Attach a map (google map or campus to campus map found in workday)
- c) For a personal vehicle gas cannot be claimed

## 9. Car Rental

- a) Use Avis/Enterprise: <http://www.fau.edu/controller/travel/car-rental/>  
**Please note:** This is preferred for we have a FAU contract and if you choose not to use Enterprise/Avis you will be reimburse at the FAU contract amount)
- b) Rent Compact car only (justification will be required if you do not rent a compact car)
- c) For pCard charges or reimbursement, an itemized invoice is required.
- d) If gas is purchased for car rental: you can be reimbursed (must have receipt)

## 10. Meals: Per Diem-Domestic or International Travel

Meals per diem-domestic reimbursed as following:

- Breakfast \$6.00: Before 6am and extend past 8am
- Lunch \$11.00: before 12pm and extend past 2pm
- Dinner \$19: Before 6pm and extend past 8pm

International Travel Meals: Meals for international travel will be reimbursed at the U.S. Department of State Foreign Per Diem Rate website.

## 11. Tolls/Parking/Taxi

- a) Must have receipt to be reimbursed.
- b) Tips not to exceed %15 of Taxi fare or \$1 parking.

## 12. Miscellaneous

Items required to do research that are purchased while traveling can be reimbursed (must have receipt and justification).

## 13. Items Not Allowed on pCard or Not Reimbursed

See Expense/travel policy and procedures for full list:

<http://www.fau.edu/controller/travel/pdfs/PolicyUpdates.pdf>

- A) Alcohol
- B) Room service
- C) Limo service
- D) Personal travel Insurance
- E) Rental car insurance option for personal accident waiver
- F) Personal phone calls
- G) Tours, side trips, etc. which do not benefit the state.
- H) Traffic Fines or parking violations
- I) Mileage between home and official place of work

## 14. Upon Return / Reimbursements

Submit all itemized invoices for reimbursement.

**Reimbursements will be taxed if invoices not received within 60 days of trip end date.**

**If you are unsure, please ask before purchasing!**

For Additional information please see Expense/Travel Policies and Procedures  
<https://www.fau.edu/procurement/files/expense-travel-policies-and-procedures.pdf>

TRAVEL POLICY QUICK FACTS – link or below.

[https://www.fau.edu/cel/downloads/Travel\\_Policy\\_Quick\\_Facts.pdf](https://www.fau.edu/cel/downloads/Travel_Policy_Quick_Facts.pdf)

## TRAVEL POLICY QUICK FACTS

This collection of Quick Facts is not intended as a complete reference. Full policy/procedure is online:

[http://www.fau.edu/controller/travel/travel\\_p\\_p.php](http://www.fau.edu/controller/travel/travel_p_p.php)

- **Banner travel approval requirement**
  - University employees must have a fully approved travel request to travel away from their home base campus.
  - Even if no monies are involved, a complimentary travel approval must still be completed.
- **Meal per diem allowance**
  - The meal per diem rate is a maximum of \$36.00 a day. Meals are not provided for day travel.
    - Breakfast — \$6.00
    - Lunch — \$11.00
    - Dinner — \$19.00
  - If a meal is otherwise provided in the course of travel, then such meals must be deducted.
  - Tips in addition to the \$36.00 are not allowable; \$36.00 is the all-inclusive maximum for meal costs.
- **Transportation costs**
  - **Airfare** is limited to coach class rates only.
  - **Taxi fare** is reimbursable as is a tip up to 15% of the fare.
  - **Rental cars**
    - If State contract for rental vehicles is not used, travel must submit written justification or the traveler will bear any additional cost.
    - GPS systems and toll transponders are not reimbursable.
    - Only compact cars are allowable.
    - Fuel is reimbursable on rental car; mileage is not reimbursable.
  - **Personal cars**
    - Mileage is reimbursed at \$0.445/mile.
    - Fuel cannot be reimbursed.
- **Lodging**
  - Hotel is limited to no more than \$200 a night within Florida.
  - Within Florida, state sales tax must be deducted from the bill.
  - Standard single room rate is allowable; upgraded room rates are not reimbursable.
  - Room service is not an allowable expense and must be deducted from the bill at reimbursement.
- **Important taxation considerations**
  - Cash advances must be settled within 30 days of travel to avoid tax.
  - Reimbursements must be settled within 60 days of travel to avoid tax penalties.
- **Incidentals**
  - Business-related fax, Internet, or copy services are allowable.
  - Portage tips are limited to \$5.00 for entire trip.
  - No personal costs of any kind may be reimbursed.



## DELEGATION SET-UP

To have delegation set up so that travel and reimbursements can be input in Workday.

<b>Start</b>	Log into workday using your FAU Net ID  <b>Log into Workday:</b> <a href="https://www.myworkday.com/fau">https://www.myworkday.com/fau</a>
	Type "My Delegations" into to the search box in the top left-hand corner
<b>Click</b>	Manage Delegations
<b>Begin Date</b>	Today Date
<b>End Date</b>	<b>06/30/2025</b> or a later date
<b>Delegate</b>	Select the name of the current Travel and reimbursement approver: Lindsay Montgomery  Select the name of the backup approver: Gala Pierce  Select the name of the backup approver: Louise Walker
<b>Start On My Behalf</b>	Create Spend Authorization Create Expense Report
<b>Do Inbox Tasks on My Behalf</b>	Expense Report Event
<b>Retain Access to Delegate Tasks in Inbox</b>	<input checked="" type="checkbox"/> Please check
<b>Submit</b>	enter↓