

USF TRAVEL RULES AND REGULATIONS

Florida Legislation passed in May of 2007 mandates that the Board of Governors and Universities all adhere to Travel Rules and Regulations set forth and bound by the travel requirements laid forth in F.S. 112.061.

Processes include workflow, profile, authorizations, USF procurement card (Pcard), receipts package, timeliness of reporting.

The Travel Manual explains in detail the guidelines for Domestic and Foreign travel, rules, procedures and general accounting of travel expenses, and can be provided upon request.

There are specific rules and procedures for registration for meetings/conferences, airfare, car rental, ground transportation and use of state vehicles.

Rules and procedures for domestic meals (all U.S. cities/state) are at the Florida State rate of \$36.00/day (\$6.00, breakfast; \$11.00, lunch; \$19.00, dinner). Travel to Non-contiguous (Hawaii and Alaska) and US Possession (Puerto Rico and the Virgin Islands) destinations will be paid meal allowances pursuant to FS112.061(6)(a-c) in the same manner and under the same rates as domestic travel.

Per Florida statute, Flat Per Diem may be claimed for any domestic or foreign travel in lieu of claiming actual lodging receipts and daily meal allowances. The \$80 daily rate is intended to reimburse for both lodging and meal expenses.

Meals provided traveler in any paid registration fee must be deducted from the meal allowance. These meals are usually indicated on the registration receipt or clearly defined as provided on the meeting agenda. It is always best, if you see any meals listed on the agenda, to ask the traveler if they were provided or not. Instances with auditors in the past, when the meal is listed on the agenda, they may assume that it is provided. Best to make note in comment section: "listed on the agenda, but not provided."

Rules and procedures for foreign meals are at the U.S. Department of State and established monthly by the Office of Allowances per foreign location. Statutory changes will not impact current foreign travel rules and policies.

International Foreign Meal Allowance: is paid pursuant to allowances provided by the [US Department of State](#). If the traveler wishes not to accept the standard foreign per diem, a request is made this explanation is put on the TA, but a memo, signed by the traveler, is required and included with the expense report. (Please note that some foreign per diem rates may change after the TA was prepared, and it will automatically change when the TER is processed.)

Mileage is paid at the rate of \$0.445/mile. Mileage is calculated and paid via the shortest distance: **Headquarters - Destination - Headquarters** when travel begins and ends on business days; or **Residence - Destination - Residence** when travel begins and ends on non-business days. A print-out from MapQuest or Google Maps must be included with the expense report. Should mileage, in either circumstance listed in this paragraph be less than what is required, a comparison print-out is included and the traveler is reimbursed the compared mapped miles. NO fuel is paid in lieu of mileage.

Mileage in lieu of airfare (in-state or out-of-state): a quote of flight comparisons must be obtained and included with the expense report. If the flight is less than mapped mileage, the cost of the flight is paid. If it is necessary, and/or more cost effective to drive, a detailed explanation is needed in order for mileage to be paid.

PROCEDURES:

The **College of Marine Science** has created, for its traveler(s) (employees, students and guests), a Travel Authorization (TA) Request Form. It is user friendly and easily accessed at: www.marine.usf.edu/travel/travel-form.shtml. This form provides the necessary information to process and submit a Travel Authorization Request (TAR) through Archivum in a timely manner.

TA Submission:

- a. When the TA is accessed from the website address: www.marine.usf.edu/travel/travel-form.shtml, it is directly submitted to the email associated to the Travel Delegate at cms-travel@usf.edu. The TA is printed out for immediate processing of a TAR for approval by the program manager and/or HR supervisor of record. This process is for those already in the system with an established employee ID. (Traveler's default is recommended to be checked prior to submission to make sure it is being routed properly.)
 1. Cash Advance. If the traveler is a student, a cash advance may be requested and is processed at the same time the TAR is prepared, and is ONLY available for students, or, as an exception, an employee travelling to a remote area where credit cards, or Pcards are not accepted, or the traveler does not have a credit card. Cash advances will only be issued for incidentals and meals which must be included in the TAR.
- b. If the traveler is NOT an employee of USF, a Person of Interest (POI) Profile form is prepared from the information submitted by the person requesting travel and submitted to the Travel Help Desk email address: travelhelp@admin.usf.edu. Once an employee ID number is established a TAR can be processed. (Check the travel system before submitting a POI form as there may have been an ID already established.)
- c. When the traveler IS an employee of USF with an established ID number, which they have provided, the traveler may not be linked to the CMS travel delegate. In order to process a TAR a Delegate Request form is completed and submitted to the Travel Help Desk to add this person to the Delegate's list of travelers. When this process is complete the TAR can be submitted.
- d. A TAR is prepared for USF employee travel for \$1.00 and is charged to their Overhead or Start-up account only, when an employee is on business and his/her expenses are being reimbursed by a meeting organizer, university (foreign or domestic), or government agency. CMS implemented this procedure for all our employees/students/ staff to cover the traveler (Worker's Compensation) for any emergency while being away on USF business.
- e. When a TAR has been processed and approved notice is received via email by Delegate. The notice is printed, attached to the submitted TAR, and filed until travel has been completed. Upon receipt, the Delegate forwards it to the traveler so they may begin securing flight, hotel, and rental car reservations.

- f. If, for any reason, a traveler has not submitted a TA for a TAR to be processed, the traveler is required to provide Delegate an explanation why prior approval was not obtained. Upon receipt of their statement, a Travel – Exception Signature Request Form is prepared to include their statement and notice of preventative action. Required signatures: traveler, traveler’s supervisor, Dean/Vice Provost/Assistant or Associate Vice President. It is then submitted via email to SRD@usf.edu (Signature Request Documentation) to obtain signatures from the Provost and Executive Vice President Designee. This becomes a part of the final expense package. The following circumstances are not grounds for a standard exception and will require additional review and approval over and above the Vice President signature:
1. Any travel with more than 24 hours’ notice.
 2. Ignorance of the requirement for prior authorization.
 3. Circumstances of the delay that fall under the control of the traveler or department administrative staff.
 4. Exception requested solely because a traveler is already out of town (not on business) when an additional destination is added to the itinerary. Employees are able to access the TA from any computer with internet service by logging on to the USF Portal and submit the request prior to date of travel.
 5. A required approver fails to approve the Authorization prior to the date of travel. Approvers must arrange with the Travel Department to temporarily reassign approval authority when they are unable to perform their responsibilities.

Repeated incidents of exceptions for an individual or department may be forwarded to the University Controller’s Office or to the USF Expenditure Policy Committee for review, and may result in the delay or denial of reimbursement.

- g. Travel Over 30 days: If the traveler has to be away on business from their headquarters (USF students and non-USF employees are not required to complete this form) for more than 30 days, a Pre-Approval for Travel Lasting Over 30 Days must be approved prior to begin date. The form requires all information concerning the travel: all traveler(s) names, department, travel dates, destination, business purpose, and reason for extended duration of trip. Once prepared it is signed by: traveler, traveler’s supervisor, Dean/Director and submitted to SRD (Signature Request Documentation) to be signed by the USF President, Judy Genshaft.
- h. If circumstances require a traveler to cancel their trip, (i.e. research, conference, etc.), the traveler should inform the Delegate so the TAR can be deleted from the Archivum system. If any expense has been charged to a pcard (airfare, registration) the TAR is not deleted, but processed to reconcile the charges.

ASSOCIATE EXPENSES FOR TRAVEL AUTHORIZATIONS:

- a. If a traveler is using his/her University Procurement card (Pcard) for expenses, and as soon as that expense is charged, the traveler is responsible for notifying the Delegate by sending a copy the

receipt. This charge is reconciled as it is received to the chartfield provided by the traveler on their travel request. If the receipt is not received, the Delegate cannot reconcile the charge, and the traveler may receive notification of unassigned charges and the possibility of Pcard suspension.

- b. The Delegate also has list of those employees with a Pcard. In an effort to minimize unreconciled charges, the Delegate peruses through each pcard transaction. If charges have not been reconciled:
 1. The delegate should look through pending files to locate the proper TAR that may be associated to the charge;
 2. Send an email to the traveler to obtain receipts;
 3. Obtain information about the charge so it can be reconciled and assigned to the proper TAR;

EXPENSE REPORTS:

The **College of Marine Science** has created, for its traveler(s) (employees, students and guests), a Travel Expense Report form. The form may be accessed at: www.marine.usf.edu/travel/index.shtml. The first page is instructions for submitting the final report with necessary receipts.

- a. The traveler's report of expenses must be turned in, with all receipts, within seven (7) days upon return. By carefully reading the instruction page, the final Expense Report (ER) can be processed and submitted for approval within two weeks. Some travelers prepare their own detailed report for their trip with accompanying receipts. This is acceptable.
- b. Upon receipt of the traveler's report, the TAR is pulled from the pending file and made a part of the final package.

The receipt package should consist of:

A RECEIPT IS REQUIRED FOR ITEMS BELOW THAT WERE CHARGED TO THE UNIVERSITY PCARD.

1. Flight itinerary. MUST include: traveler's name, full flight information and method of payment.
2. Comparable flights. A comparison must be pulled showing the traveler selected the most efficient and economical means of travel if the flight is over the allowed amounts of \$500 for domestic travel and \$1250 for foreign travel. A comparison is also required when the trip includes personal time. This may be a screenshot showing other flight options or a printout from the airline website with other available flight options. If the traveler does not select the lowest available flight they must provide justification. Justification can include the time of the available flights did not meet the travelers needs, the traveler is traveling with others, the selected flight will save the traveler from additional fees, etc.
3. Hotel invoice. The invoice must show in detail, nightly rate, taxes, hotel parking, method of payment, and a **ZERO** balance. If the invoice does not have a zero balance, ask the traveler to obtain it from the hotel. If the hotel nightly rate is more than is allowed by the State of Florida (\$200.00/night) a Signature Request

Document is prepared justifying the amount, UNLESS the conference was held at the hotel. If the traveler stays at the conference hotel and the rate is over \$200.00/night a memorandum does not need to be prepared.

4. Rental car receipt: To include renter's name and method of payment. Please note the State of Florida currently has a contract with Enterprise and National Rental cars. A compact car must be selected or justification for a large vehicle must be provided. Justification for a larger vehicle may be that supplies/equipment need to be transported or that multiple passengers will be sharing the vehicle. The traveler cannot be reimbursed for LDW (liability damage waiver) or roadside assistance. This information can be obtained from the USF Travel Manual.
5. Taxi/Shuttle receipts: To include date, amount, and a tip of 18%. If the tip is more than 18%, the amount must be adjusted prior to submission, and noted on the receipt. If no receipt is obtained for a taxi fare, the traveler can be paid up to \$25.00.
6. Conference registration. The receipt should note the amount of registration paid, and form of payment.
7. Incidental receipts not listed above: airport parking, MapQuest for local mileage (to/from airport), or mileage by personal vehicle to meeting, etc.
8. Agenda: Meeting-at-a-glance is preferable for attendance at conference, workshop, and meeting. If the meeting/conference is too large, and does not provide a daily agenda, the page from the conference confirming dates, attendance (abstract submission), or the registration page from the conference site is needed with comment to auditor the meeting did not provide a daily agenda. If it is an informal meeting, please state so on the report.
9. If traveler is claiming an expense, and has lost the receipt, they must submit a Request for Exception to Required Receipt form+. The form is self-explanatory. Required signatures: traveler, traveler's supervisor and Department Head, and is part of the final report.

Any of the above listed items are found in detail in the USF Travel Manual, and other information necessary to complete the ER.

- c. When all receipts have been obtained, and all necessary information provided from the traveler, an ER is processed through the Archivum system, and submitted to the approver of record to be approved online in Archivum. (Traveler's default is recommended to be checked prior to submission to make sure it is being routed properly.) The ER expense page is printed out and given to the traveler for signature if the traveler is a student or guest. If the traveler is a faculty or staff member the report will be sent via docusign for a digital signature. Once the report has been submitted in the Archivum system and approved by the necessary supervisors the auditor will review the report for accuracy and compliance.

- d. Once the ER has been approved by the Auditor, an automatic notice is received via email to the delegate and the traveler that it was processed and approved for payment. If the traveler is a USF employee or student who receives payroll the reimbursement will be via direct deposition. If the traveler is a non-USF employee a paper check will be mailed. The entire report is removed from the pending file and filed for future reference.
- e. If travel is canceled and an expense was paid by Pcard (i.e. registration, airfare) it must be reconciled through travel.
 1. The traveler should make every attempt to obtain a refund for any expense incurred. If a charge is refunded, the expense and refund is reconciled by creating an ER from the TA created for this purpose. If the traveler cannot obtain a refund an ER is processed to reconcile the charge with any documentation that the traveler may have received, which is included with the final report.
 2. Airfare purchased with a Pcard where a credit or voucher is given must be used within one year of purchase for business only. If the traveler, for some extenuating reason, cannot use the ticket within one year, they must provide a justification and the airfare is then reconciled by creating an ER. The TA created for the canceled trip should be referenced for auditing purposes.

As your Travel Delegate, I am here to assist in all travel processes, keep you abreast of new policies, and answer any questions that may arise.

Thank you,
Elisha Evangelisto

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