

THE RULES OF TRAVEL

This is a list of helpful hints for people traveling on USF Chemistry business. Although basic in nature, please contact Yvonne Pittman (ypittman@admin.usf.edu) at 974-5663 if you have any questions prior to traveling.

Nothing on this site outranks that which is shown on the USF Purchasing and Finance travel site, available at the web address which follows:

<http://usfweb2.usf.edu/uco/Travel/travel.htm>

This information relates to travel supported by State and Grant Funding. A few notes on funding through the USF Research Foundation are also included at the end.

I. BEFORE TRAVEL

- It is the responsibility of the traveler to prepare a Travel Authorization Report (TAR) for conference/convention (but not field trips) in advance of the travel. This must be authorized by the department head and signed prior to departure. Also, fill in chartfields on TAR form as appropriate.
- If travel is more than 30 days, it needs to be signed by the Dean of CAS and the President of USF.
- Check for visa requirements if traveling to foreign countries.
- Advance funding may be available for exceptionally extended or expensive travel. If this is appropriate, please locate the correct form for [<http://usfweb.usf.edu/travel/tergen.xls>] and follow those directions.
- USF can directly pay registration to attend a conference, convention, or any other event prior to the date of the event.
- Travel arrangements (including airfare) need to be established well in advance, not just to confirm availability but to maximize savings. Our usual methods follow:

The general rule is that airfare can be paid up front as described below, but that all other travel expenses should be paid for by the traveler who then puts in a reimbursement request along with relevant documentation.

Remember:

- The State doesn't allow first class travel.
- The cancellation fee is allowable only for business related reasons or in the case of illness of the traveler or the illness or death of a member of the traveler's immediate family.
- The cancellation may not be reimbursed from the State funds for the convenience of the traveler.
- Lost tickets because of employee negligence are not reimbursable.

It is easy for the department to pay airfare in advance using the department P-Card, unless you have found some agent to buy from who is not yet in the state accounting system. Stick with STA Travel (in the Marshall Center) or deal directly with the airline. Ask if you are uncertain because we cannot pay the P-

Card invoice until we've added the new agent to the database. The procedure is to print out an itinerary and bring it to the P-card reconciler (Cheryl Graham).

- The State of Florida Contract for airfare and car rental should not be exceeded. Refer to <http://usfweb2.usf.edu/pfs/travel.htm>

II. DURING TRAVEL

- **FOOD**-Under usual conditions do not bother with receipts for meals, because the state utilizes a schedule of per diem. In domestic travel (within the United States) the automatic rates are currently \$3.00 for breakfast, \$6.00 for lunch, and \$12.00 for dinner. Unless you stay overnight, you do not qualify to make any claims for food.
- Domestic per diem is calculated in either of two ways:

Hotel lodging expense using the original itemized hotel receipt showing single occupancy rate, plus the state meal allowance: \$3.00 for breakfast, \$6.00 for lunch and \$12.00 for dinner,

\$60.00 per day (no receipt required) to include hotel and food, calculated on the following quarter plan: for 24 hours or more of travel, six-hour cycles begin at midnight: \$60.00/day or 13.00/quarter. You can use this option when you do not have a hotel bill.

- Foreign per diem rates are set by State Department guidelines. Please refer to: <http://usfweb2.usf.edu/travel/front%20page/foreign.htm> for more information.
- **KEEP ALL ORIGINAL RECEIPTS** (all taxi receipts whether less than \$25.00, parking less than \$25.00 no receipt required) to submit for reimbursement.
- **OTHER PEOPLE'S EXPENSES: DO NOT** pay the expenses of anyone but yourself. **EVER.** It has been done but you might never see reimbursement.
- **MILEAGE**-If you are driving and claiming mileage, print out a distance map from one of the internet mileage calculators to determine the reimbursements.
- **HOTELS**-Only basic room rates and fees and taxes are acceptable hotel expenses. Personal phone calls, movies and room service are not. These items are to be deducted from your hotel receipt.

III AFTER TRAVEL

- It is the responsibility of the traveler to prepare a travel expense report (TER) once travel has completed. The travel department allows 90 days but you should do this quickly, especially if you want reimbursement yourself.

IV. REIMBURSEMENT FROM FOUNDATION ACCOUNTS

- **Research Foundation has less red tape, but of course you still need to make reasonable justification for your expenditures. You also need to have an established Research Foundation account.**

Again, if you need further assistance, contact Yvonne Pittman (ypittman@admin.usf.edu) at 974-5663 if you still have any questions prior to traveling.