



**Office of
Study Abroad**

FLORIDA INTERNATIONAL UNIVERSITY

FACULTY TRAVEL GUIDELINES

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STUDY ABROAD PROGRAM: TRAVEL AND PAYMENT FOR SERVICES

The Office of Study Abroad has created the following guidelines to assist faculty directors and administrative staff in the implementation stage of the study abroad programs. So that we can ensure that all FIU faculty/staff are in compliance with university policies with regards to travel, please take note of the following:

TRAVEL OVERVIEW

- ✦ Create a Travel Authorization (TA) prior to the trip.
- ✦ After the Travel Authorization (TA) is approved, proceed to make travel arrangements.
- ✦ Any travel agency (i.e. Expedia, Travelocity, etc.) can be used to make reservations.
- ✦ Submit Cash Advance Request, if necessary.
- ✦ Submit Expense Report upon return.

Travel Authorization

The completed Travel Authorization is the Traveler's permission to incur expenses and to travel and provides an **estimate** of what a specific trip will cost. The Authorization should list all anticipated Travel Expenses that are known, or can be projected, before the trip. Travel Authorizations are required to be approved prior to the trip.

Travel Cash Advance

The cash advance **cannot exceed 80%** of the total out of pocket expenses. You may request an advance 30 calendar days prior to any travel. An employee may receive funds prior to the commencement of a trip by completing an online Cash Advance request. A Travel Authorization should be approved before a Cash Advance is submitted.

The request is approved by the employees HR supervisor as designated in the system. Cash Advances should be resolved within 30 days after the trip ends. If a traveler does not resolve the Cash Advance **within thirty (30 days)** the traveler may not be allowed another Cash Advance for **12 months**. Ten days prior to departure, the money will be direct deposited into the designated account.

A cash advance may be provided to the Faculty Director to cover personal and student expenses while on the program. An expense diary is recommended to keep track of expenses. A summary of travel expenses itemized by type and supported by receipts with dates must be presented to the department

to account for the cash advance. Daily international exchange rates must be used (www.oanda.com) to help tally the costs of the program. Any surplus money must be returned with the reconciliation. Only those receipts and costs that are planned, approved and deemed appropriate for the program will be reimbursed. Personal and non-program activity costs will not be included in program reconciliations. Faculty who have any questions or are unclear about a program purchase or expense while abroad should consult the OSA from abroad or prior to departure.

Per Diem

An allowance that a traveler is authorized to receive when traveling on official University business. The University policy accepts the following for domestic travel (in-state or out-of-state): Breakfast \$6, Lunch \$11 and Dinner \$19.

For Foreign meal rates, click on http://aoprals.state.gov/content.asp?content_id=184&menu_id=78, the page Per Diem Rates will appear, click on Foreign Per Diem Rates by Location, enter the Country and hit Go. Look for the City and take the number from the Column M&IE Rate. Go back to the Per Diem Rates page and click on FTR Appendix B (Breakdown of Meals/Incidentals). Look under the M&I Rate Column for that number and it will show the foreign per diem rates in US dollars for Breakfast, Lunch and Dinner. *Note:* The per diem amount in some cases can be relatively high and can drive up the cost of your program. Please use only the per diem amount necessary, within your budget.

For currency exchange, the link to use is <http://www.oanda.com/convert/classic>.

Study Abroad per diem rates should take into account the following guidelines:

Per Diem (most programs of three or more weeks whereby faculty are living in apartments):

The norm used on most programs will be \$36.00/day (the same as when traveling in the USA) as faculty will be expected to cook at home as would be done here in the US.

Per Diem (short programs that require hotel use):

In some cases when on short programs that move frequently from city to city and/or you are in a hotel without kitchen access, you may need to have more per diem funding. Faculty in these situations need to strike a compromise between the international per diem allowed and the domestic rate of \$36/day. Remember – your costs are passed onto the students and more students are asking for program cost breakdowns to better understand their program costs.

Travel Reimbursement for Non-Employee

This form can be found under Controller's Forms and it is used in conjunction with the TA and the Expense Report. The TA and Expense Report are prepared under the name of a university staff member; however, in the **Expense Type** section, the expenses need to show as Non-Reimbursable Expenses. Under **Details**, the last icon with an arrow will open up other options, including the Non-Reimbursable Expense one.

Receipts

Faculty must obtain and keep all receipts for reimbursable expenses for both themselves and the group.

Note: Organize your receipts daily and keep your receipts separate from the students.

A receipt for the airfare must be included with your expense report. The receipt may be a print out of the email confirmation/itinerary, and contain all of the following information: name of traveler; dates traveled; times of flights; destination for departure and arrival; class of travel (coach or economy); and fare paid. The receipt must clearly indicate the ticket has already been paid for.

When preparing the Travel Expense Report, amounts will be entered in U.S. dollars. If receipts are in a foreign language and currency, each item must be identified and the rate of exchange for conversion to U.S. dollars (USD) must be submitted with expense reports. Oanda is the primary source for conversions.

All receipts must document the transaction information. All receipts/invoices must contain the following information:

1. Vendor Name and Address
2. Transaction Date
3. Description of the transaction (hotel folio, flight information or a list of items purchased).
4. Unit costs for items purchased
5. Total amount paid
6. Method and proof of payment

Lost Receipts

In the event a receipt is lost, please complete the form found on the following link:

http://finance.fiu.edu/controller/Docs/TRAVEL_LOSTRECEIPT_FORM.pdf

If a hotel receipt is lost and the hotel cannot provide a duplicate, the traveler shall provide an additional memo certifying that the receipt was lost. The additional memo must include detailed hotel charges (room rate, taxes, etc), the dates and location of travel, the name of the hotel, the city, and state or country in which the traveler stayed.

If an airfare receipt is lost and the airline cannot provide a duplicate, the traveler shall provide an additional memo certifying that the receipt was lost. The additional memo must include detailed airfare charges (departure and arrival dates roundtrip, class of travel (economy), origin and destination, carrier name, flight #, and ticket #.

Travel Expense Report

After returning from the trip, reimbursement is made by completing an expense report with accompanying receipts. The expense report should be submitted within **five (5) days and no later than thirty (30) days** after the completion of the trip or incurrence of the expense.

The Expense Report will list all expenses associated with the Travel, whether paid directly by the University or reimbursable to the Traveler. The Expense Report must be signed by the traveler either by electronically submitting the expense report or by signing the paper expense report.

TRAVEL GUIDELINES

- All faculty/staff traveling with a study abroad program must have a Travel Authorization (TA) generated and approved by their supervisor and budget manager for their respective department in panthersoft before purchasing airline tickets or making travel arrangements for the program. When generating a TA for faculty and staff, please keep in mind the following:
 - ✚ The TA should be created by the FIU staff member (proxy) in the faculty's home department who is assigned to coordinating travel for that department. If you are not sure as to whom that person is, please let the OSA know and we will find out for you or please ask your Department Chair and he/she will know. NOTE: The TA must be created at least one month prior to program departure.
 - ✚ Every study abroad program has its own Department ID which is budgeted each year to cover all program-related expenses including travel for the faculty director(s). The TA will ask for a Department ID or account from which the funds will be pulled for the faculty member's travel. The Department ID for the TA should be the Department ID that is directly link to that particular study abroad program.
 - ✚ The Departmental Travel Card can be used for travel related expenses and is issued in the name of the FIU staff member in the department who is the departmental travel liaison. This is the same individual who is typically responsible for the processing of all travel related documentation including the filing of Travel Authorization Forms and Expense Reports, making airline and hotel reservations and processing the payment for all registration fees. Car rentals can be done only if Cardholder is traveling with the group.
 - ✚ Faculty Travel Expenses

Click Employee Self-Service/Travel and Expense Center/Travel Authorization/Create. If you are a proxy for your supervisor or others, then enter their Employee ID number to create a TA for them, then click the Add button. A **Blank Authorization** should be selected to start. Enter the desired information into the **Description** field. Click the **Business Purpose** list. Look up the **Default Location** (where are you traveling to?) Enter the **Date From** and **Date To** (the actual business date returned to the office). Click the **Accounting Defaults (Department ID, Class, Fund, Program)** and click the **OK** button. Click the **Comment** field (Attending: Specify the Conference, Workshop, Seminar, etc. and the place. Dept. Travel Card for such employee will pay for: airfare \$, lodging \$, registration \$, etc. Total estimate for the trip \$. These departmental charges should be placed here only to prevent a double encumbrance. The **Expense Type** such as meals, incidentals, etc. amounts should also be considered in the total estimate amount). Fill out the **Date, Amount, Currency, and Payment Type** for reimbursable amounts to the employee. Click **Check Expense for Errors, Save for Later, Print and Submit**.

When the traveler returns from the trip, an Expense Report must be done within 5 business days, using original hotel invoice, original taxi receipts, etc. Please include a copy of the agenda and a list of students that participated in the program. An Expense Report will be populated from the Travel Authorization Form. The **Expense type** will now hold real expense amounts. On the **Comment** field real expense amounts are to be recorded and it will now be: Total for the trip \$ (as this is not an estimate any more). Fax all copies to 7-1355 and keep originals for audit purposes.

IMPORTANT TRAVEL INFORMATION

Accompanying Family

Faculty can choose to take family members such as their spouse and/or children abroad with them. However, there must be an understanding that family members cannot disrupt the academic quality of the program. Also, program funds may not be used to cover travel costs of accompanying family members. Furthermore, the University is in no way responsible for family members while abroad.

Insurance

The Office of Study Abroad requires mandatory health insurance for faculty participating in any program abroad. OSA will enroll you in an insurance policy for the duration of your program and you will be covered by HTH Worldwide, at no charge. Prior to your departure, you will receive your insurance card accompanied with a policy brochure that contains a brief summary of features and benefits.

Smart Traveler Enrollment Program

OSA will also automatically enroll you in the Smart Traveler Enrollment Program (STEP). STEP will keep you up to date with important safety and security announcements. It will also make it easier for the Embassy to contact you in the event of an emergency. For more information about STEP, please visit http://www.travel.state.gov/travel/tips/registration/registration_4789.html.

Medical Concerns

It is important that you are aware of the requirements and health matters in your program location. You can find more information by visiting the Centers for Disease Control and Prevention at <http://wwwnc.cdc.gov/travel/default.aspx>

Travel Safety

The U.S. State Department maintains a website of information for tourist traveling abroad, including current travel advisory warnings, at www.travel.state.gov/

It is also important that you be familiar with the closest location of the U.S. Embassy in your program location. Current addresses for the U.S. Embassy in specific locations can be found at <http://www.usembassy.gov/>

Passport Information

If you have not done so already, please apply for your U.S. passport. It will take at least 4 to 6 weeks to process. For more passport information, please visit http://travel.state.gov/passport/passport_1738.html

Emergencies

In the event of an emergency, it is the immediate responsibility of the faculty to locate students and to inform OSA of their location. Students will be instructed not to travel alone and to remain at a location where they can be reached. An Emergency Response Manual will be provided to you by OSA, prior to your departure.

Travel Authorization Quick Notes

1. A month prior to departure, the faculty director must request any required travel advance.

These funds will be issued as a direct deposit in US dollars. The faculty director will be responsible for determining how best to handle these funds: purchase local currency, utilize bank card, or employ any method determined to be the most efficient and secure.

2. The faculty director must maintain a detailed expense log during the study abroad program and keep all receipts for expenses incurred during the program. Receipts are required for all transactions.

Below are examples of some of the expenses that are NOT allowable:

- Expenses of faculty's family members
 - Personal travel before, during or after the program
 - Consumption of alcoholic beverages by Texas State students and faculty
 - If the faculty director decides to cancel their participation in the program, they will be responsible for all their expenses related to the cancellation such as airline ticket, housing reservations, etc.
 - Personal items (including personal hygiene)
 - Medical bills for students or faculty (these are reimbursable through the study abroad insurance provider)
3. Faculty directors are fiscally responsible for their study abroad program accounts and must be ready to provide detailed expense information to their department and to the University Controller's office at any given time.
 4. The faculty director must complete and submit program expenses within five days of their return date. Faculty Directors who do not submit an expense report within five days of the conclusion of the program will be subject to not being approved for travel for future university business, as per the FIU travel guidelines.

