

4-OP-D-2-D Travel

Purpose of Policy: Provides reference and direction for employees and others who travel on behalf of the University. The University seeks to ensure efficiency and promote fiscal accountability when authorizing travel. It is expected that travelers and individuals authorizing travel apply this policy in a manner that strives to keep expenses to a minimum and assign the costs of business travel appropriately.

Summary of Changes:

Objective: Refined some of the wording to include guidance to ensure efficiency and promote accountability when authorizing travel.

Definitions: Added the following definitions to align with the implementation of Concur
Budget Approver – The Dean, Director, Department Head or Chair (DDDHC) is ultimately responsible for the fiscal management of a department. The Principal Investigator (PI) is ultimately responsible for the fiscal management of a project.

Concur-The University’s on-line travel booking and expense system.

Delegates – Employee allowed to perform work on behalf of another employee.

Travel Delegates- can prepare and submit travel requests, book travel, and prepare, but not submit an expense report on behalf of a traveler.

Approver Delegates- Can approve travel requests and expense reports on behalf of an approver. Supervisors or Budget Approvers may appoint delegates. Budget Approver Delegates must be authorized signers or be designated and authorized in writing by the DDDHC or PI.

Direct Support Organization (DSO) – An entity organized and operated exclusively to receive, hold, invest and administer property and to make expenditures to or for the benefit of the University.

Foreign Travel-Expanded the definition to include additional countries outside the continental US and added that foreign travel must be booked online or registered in Concur in advance of the trip.

Lodge Card -Credit card housed (lodged) with the University’s Travel Management Company (TMC) used to manage travel-related purchases. The Lodge Card is only allowed for business related travel and must be associated with an approved Travel Request.

Travel Card-A University issued bank card, in an individual employee’s name, that can be used to pay for University business travel related expenses.

Travel Management Company – The University’s contracted travel agency. Travelers are strongly encouraged to procure travel services, when available, from the TMC with whom the University has strategic and collaborative sourcing arrangements.

Section II, Authority to incur Travel:

Added that a travel Request must be submitted via Concur and approved prior to onset of travel.

Added that travel Request must be approved by the traveler’s supervisor and the department’s budget manager or project manager, or their delegates.

Section D Domestic Lodging, Meals & Related Expenses:

Removed Continental breakfast constitutes a meal to align with our peer’s policies

Added Section J Direct Support Organization Travel:

Travel expenses paid with DSO funds, must follow the travel policy and procedures of the applicable DSO. In the event that the travel expense is being divided between the University and the DSO, then the expense must follow the guidelines of both the University and the DSO.

Section O Foreign Travel:

Inserted that foreign travel must be registered in advance in Concur.

Changed rates for foreign travel reimbursement to being computed based on country of arrival (where the travelers lays their head) rather than departure country, to align with the methodology used in Concur.

Section P Charter Aircraft Service:

Removed the President of Seminole Boosters and the President of the FSU Foundation and VP for University Relations (no longer applicable) from the list of designated officials allowed to authorize travel via University Charter flight as recommended by Art Wiedinger.

III Legal Support, Justification, and Review of Policy

Added reference to the Policy for OMNI Departments (4-OP-D-1)

Added reference to the Policy on Internal Control Responsibility and Accountability (4-OP-A-9)