



*University Community, University President*

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
FIU FOUNDATION, INC. TRAVEL REIMBURSEMENT PROCEDURE	November 28, 2007	1530.035a

**PROCEDURE STATEMENT (R)**

The FIU Foundation, Inc. Travel Reimbursement Procedure should be followed by the University Community regarding the reimbursement or payment by Foundation funds used for university related travel expenses.

**TRAVEL REIMBURSEMENT**

All travel reimbursed by the foundation must include an approved *Travel Authorization Request (TAR)* form, *State of Florida Voucher for Reimbursement of Travel Expenses*, processed through the Travel and Expense Module and a foundation invoice (reimbursement) form. The *TAR* must indicate how much of the expenditures are to be paid by the university, if any, and how much is to be paid by the Foundation. When Travel is complete the *State of Florida Voucher for Reimbursement of Travel Expenses* form must be processed, splitting the expenses between FIU 01 and FIU 02.

All travel requests must include the business purpose and justification for the travel. The purpose and justification should be sufficiently detailed to allow the Foundation’s review in determining the benefit to the university and whether the purpose/justification complies with the purpose of the account being charged. Any reimbursement request that does not clearly state the purpose/justification for the travel will be returned unpaid.

**TRAVEL RELATED EXPENSES AND DOCUMENTATION**

**Air Fare**

Every effort should be made to obtain the most reasonable air fare rates. The Foundation will reimburse carrier expenses for coach. Business class travel or one upgrade may be reimbursed for the University President, Vice President, and Deans only if the travel time exceeds four hours. If any other employee wishes to fly business class for international travel exceeding four hours, approval is required prior to ticket purchase from Vice President. If business class is available, first class travel is not reimbursable through the Foundation.

**Car Rental**

The Foundation will reimburse car rental expenses under the same process as the University Travel Expense Policy.

**Incidentals**

Incidental expenditures under \$25 (per item) do not require a receipt.

**Meals/Per Diem**

Charges related to meals consumed while traveling should be noted on the *State of Florida Voucher for Reimbursement of Travel Expenses*. All reimbursable employee meal expenses must include:

- an itemized expense receipt, and payment receipt;
- a credit card receipt (if applicable) to indicate proof of payment as well as who paid.

**Personal Vehicle**

Mileage reimbursement requires completion of the foundation form, *Official Business Miles/Travel Log*. The completed log must be signed by the traveler’s supervisor. The total mileage reimbursement must be noted on a Foundation invoice form. The invoice, along with the approved travel log, should be sent to the Foundation Business Office for processing.

**Guest Travel**

All guest travel reimbursed by the Foundation must include an approved *Travel Authorization Request (TAR)* form, *State of Florida Voucher for Reimbursement of Travel Expenses*, original receipts, and a Foundation invoice (reimbursement) form.

All Foundation invoices received that do not include all required supporting documentation will be returned unpaid.

### RELATED INFORMATION (O\*)

FIU Foundation, Inc. Travel Reimbursement Policy

University Travel Expense Policy

Florida International University Controller's Office Travel & Expense Procedures Manual

### DEFINITION (R)

Travel Authorization Request (TAR) – The official travel authorization form required to secure approvals and encumber the funds for any university related trip.

State of Florida Voucher for Reimbursement of Travel Expenses – The State's official document used to reimburse travelers for expenses incurred while on travel.

Florida International University Foundation, Inc. Invoice – The form required by the FIU Foundation for reimbursement of expenses.

Florida International University Foundation, Inc. Official Business Miles/Travel Log – The form required by the FIU Foundation for reimbursement of mileage.

### RESPONSIBILITIES (O)

FIU Foundation, Inc. – Monitor, review and facilitate reimbursement

Supervisors and/or authorized account signers approving meal reimbursement requests - Responsible for enforcing this procedure

University Community, University President – Adherence to procedure

### RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)

Florida International University  
FIU Foundation Inc.

### RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)

FIU Foundation Inc.  
MARC 531  
Modesto Maidique Campus  
11200 SW 8<sup>th</sup> Street  
Miami, Florida 33199  
Telephone Number (305) 348-2679

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

### HISTORY (R\*)

Approved by the FIU Foundation, Inc. Board of Directors on November 28, 2007. Previously addressed under Disbursement Guidelines included in the FIU Foundation, Inc. Web site. Revision Date(s): July 1, 2009.

### FORMS/ONLINE PROCESSES (O)

Travel Authorization Request (TAR)

State of Florida Voucher for Reimbursement of Travel Expenses

Florida International University Foundation, Inc. Invoice Form

Florida International University Foundation, Inc. Official Business Mile/Travel Log

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

**R\*=Required O\*=Optional**