



FLORIDA INTERNATIONAL UNIVERSITY OFFICIAL UNIVERSITY PROCEDURE

University Community, University President

SUBJECT (R*) FIU Foundation, Inc. Travel Reimbursement Procedure	EFFECTIVE DATE (R) Approved by BOD 11/28/07 Revised 07/01/09	PROCEDURE NUMBER TBA
RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R) FIU Foundation Inc. University Park, MARC 531 11200 SW 8 th Street Miami, FL 33199	RESPONSIBLE UNIVERSITY OFFICER (R) Aime Martinez Assistant Vice President - FIU Foundation Inc.	

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

CONTACTS (R)

Administrative Office’s Address

Telephone Number

Fax Number

Aime Martinez
 Assistant Treasurer, Business Manager - FIU Foundation Inc.

 University Park, MARC 531
 11200 SW 8th Street
 Miami, FL 33199

305-348-2679

305-348-3824

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

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

***R = Required**

***O = Optional**