

FLORIDA INTERNATIONAL UNIVERSITY

OFFICIAL UNIVERSITY POLICY

University Community, University President

<p>SUBJECT (R*)</p> <p>FIU Foundation, Inc. Travel Reimbursement Policy</p>	<p>EFFECTIVE DATE (R)</p> <p>Approved by the BOD 11/28/07 Revised 7/01/09</p>	<p>POLICY NUMBER</p> <p>TBA</p>
<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R)</p> <p>FIU Foundation Inc. University Park, MARC 531 11200 SW 8th Street Miami, FL 33199</p>	<p>RESPONSIBLE UNIVERSITY OFFICER (R)</p> <p>Aime Martinez Assistant Treasurer, Business Manager - FIU Foundation Inc.</p>	

POLICY STATEMENT (R)

Foundation funds may be used to reimburse university employees for travel-related expenses incurred while conducting business for the benefit of the university and shall be reimbursed as supplemental funds to university E&G funds. The following reimbursable travel expenses and requirements are supplemental to the University Travel Expense Policy and the Florida International University Controller's Office Travel & Expense Procedures Manual and are the bases for this policy. The travel-related expenses must be within the limits set forth below and in the University Travel Expense Policy, in accordance with donor restrictions, within the level of sufficient funds in the specific foundation account, and the authorized signer must approve the invoice for the employee reimbursement.

All authorized signers approving travel invoices must be more senior in the University than the employee being reimbursed or the employee responsible for payment to a vendor, except for invoices for the University President which are approved by the University Chief Financial Officer or designee.

The FIU Foundation does not advance funds for any type of travel expense. Expenses will either be reimbursed after the expense has been paid, or direct payment will be made to the vendor. All travel related expenses must be processed via the Travel and Expense Module within 60 days of the date paid or incurred unless there are extenuating circumstances that prevents doing so. Internal Revenue Service regulations require that employees being reimbursed by their employers for business related expenses under an "accountable plan" must provide their employers adequate documentary evidence of the expense(s) within 60 days after they were paid or incurred.

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 Presidents, 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.

Lodging

The FIU Foundation uses the U.S. General Services Administration (GSA) domestic lodging as the reference rate for all hotel accommodation in the continental United States. To access federal domestic lodging rates, visit http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC.

The Department of Defense (DOD) lodging should be used as the reference rate for non-continental United States as well as U.S. territories and protectorates, which can be found at: <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>.

The FIU Foundation uses the U.S. Department of State Foreign Per Diem Rates for foreign travel. The current rates can be obtained at website address: <http://aoprals.state.gov>.

Every effort should be made to obtain the most economical lodging rate. *Lodging cannot exceed twice the United States*

government federal domestic lodging rate or the foreign federal lodging rates, determined by locale.

Reimbursement for lodging may include the cost of the room, applicable taxes and hotel parking.

Charges for items deemed personal, i.e. movies, laundry, mini-bar or other hotel amenities, will not be reimbursed by the foundation. Any additional charges on the itemized bill for which reimbursement is being requested must be separately justified.

Local Lodging

Local lodging within 50 miles of the employee's residence will be reimbursed if a university or foundation business meeting requires lodging due to continuity of the meeting between days, there is a valid health reason after or during a meeting, or an extenuating circumstance after or during a meeting. Every effort should be made to obtain the most economical lodging rate. ***Lodging cannot exceed twice the United States government federal domestic lodging rate.*** Authorization from the University Chief Financial Officer is required for any lodging within 50 miles of the employee's residence.

Incidentals

The following additional incidental travel expenses are eligible for reimbursement:

Tolls and parking fees.

Tips associated with taxis, vans, valet parking, and portage charge will be reimbursed up to 20% of fare/charge.

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

Meals/Per Diem

The amount to be reimbursed will be the lesser of the actual expense incurred or the specified limit. Any per diem meal reimbursed by the university will reduce the meal reimbursement allowance from the FIU Foundation. The FIU Foundation will supplement the university per diem reimbursement allowance for a combined cap of \$20 breakfast, \$30 lunch, and/or \$50 dinner. The travel per diem cap rates are inclusive of food, beverages (alcoholic or non-alcoholic), snacks and tax. Tip is exclusive and shall not exceed 20% of the total bill.

Other Transportation

Travel by taxi, bus, shuttle and/or train is reimbursed by the foundation. ***Private automobile service is not reimbursed by the foundation.***

Guest Travel

Foundation funds may be used for travel expenses related to guest, or non-university employees for business related expenses if it does not conflict with the purpose or donor restrictions associated with the foundation account to be charged. Non-employees would include consultants, lecturers, employment candidates, donors etc.

Covered expenses would include the same business related expenses applicable to university employees. Travel expenses for a spouse would be covered if there is a legitimate business purpose that must be specified (i.e., when the presence of the spouse is considered helpful to a fundraising effort or to participate in events where spouses of prospects, donors, etc. are in attendance). Expenses paid which could be deemed as a personal expense by the Internal Revenue Service would require the issuance of a 1099.

Cancellation/Penalty

Cancellation/penalty fees or excess expense may be reimbursed for changing travel plans due to accommodating university needs. It is the responsibility of the traveler to substantiate that the charges were proper and necessary. The traveler will be responsible for any cost incurred for changing travel plans due to personal reasons or for the convenience of the traveler.

RELATED INFORMATION (O)

FIU Foundation, Inc. Travel Reimbursement Procedure

University Travel Expense Policy

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

CONTACTS (R)**Administrative Office's Address**

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

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

Telephone Number

305-348-2679

Fax Number

305-348-3824

HISTORY (R)

Florida International University Foundation, Inc. Disbursements

DEFINITION (R)

N/A

RESPONSIBILITIES (O)

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

Supervisors and/or authorized signers approving travel - Responsible for enforcing this policy

University Community, University President – Adherence to policy

***R = Required**

***O = Optional**

FIU Foundation, Inc. Travel Guideline Summary

	FIU FOUNDATION
AIR TRAVEL	<p style="text-align: center;">Air travel will be reimbursed at reasonable coach air fare rates.</p> <p style="text-align: center;">Business class or one upgrade may be reimbursed for University President, Vice Presidents, 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.</p> <p style="text-align: center;">If business class is available, first class travel will not be reimbursed.</p>
LODGING	<p style="text-align: center;">Reimbursement for lodging expenses (for reasonably priced accommodations) for the cost of the room, applicable taxes, and hotel parking for business related travel and within the dates for the business travel matter would be reimbursed.</p> <p style="text-align: center;">Movies, laundry for travel shorter than 7 days, mini-bar, or other hotel amenities, will be deemed as personal and not reimbursed.</p> <p style="text-align: center;">The U.S. General Services Administration (GSA) report for domestic lodging would be used as the reference rate for all hotel accommodations in the continental United States (http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC).</p> <p style="text-align: center;">For foreign lodging, the Foundation will reimburse a per diem allowance as established by the Secretary of State, reported on the website http://www.state.gov/m/a/als/prdm/.</p> <p style="text-align: center;">Lodging cannot exceed twice GSA or federal lodging rate, determined by locale.</p> <p style="text-align: center;">Local lodging, within 50 miles of the employee's residence, will be reimbursed up to twice the federal domestic lodging rate for the area if a university or foundation business meeting requires lodging due to continuity of the meeting between days, there is a valid health reason after or during a meeting, or an extenuating circumstance after or during a meeting preventing travel home. Only the University Chief Financial Officer may authorize any lodging with 50 miles of the employee's residence.</p>
INCIDENTALS	<p style="text-align: center;">Expenses necessary to complete official business, such as, tolls and parking fees, would be reimbursed.</p> <p style="text-align: center;">Tips associated with business travel for taxis, vans, valet parking, and portage charges would be reimbursed up to 20% of fare/charge.</p> <p style="text-align: center;">Expenditures under \$25 (per item) do not require a receipt.</p>
MEALS	<p style="text-align: center;">Any per diem meal reimbursed by the university will reduce the meal reimbursement allowance from the FIU Foundation.</p> <p style="text-align: center;">The FIU Foundation will supplement the university per diem rate allowance for a combined cap of \$20 breakfast, \$30 lunch, and/or \$50 dinner. The per diem cap rates are inclusive of food, beverages (Alcoholic or non-alcoholic), snacks and tax.</p> <p style="text-align: center;">Tips are exclusive and shall not exceed 20% of the total bill.</p>

OTHER TRANSPORTATION	<p>Travel by taxis, bus and/or train will be reimbursed.</p> <p>Private automobile service expenses will not be reimbursed.</p>
GUEST TRAVEL	<p>Travel expenses for TAR pre-approved guests, or non-university employees are allowed if such travel is business related.</p> <p>Allowed expenses would include the same expenses and support as university employees</p> <p>Travel expenses for a spouse would be reimbursed if there is a legitimate business purpose that is specified for such travel.</p>
CANCELLATION/ PENALTY	<p>Fees or excess expense may be reimbursed for changing travel plans due to accommodate university needs.</p> <p>Costs incurred for changing travel plans due to personal reasons or for the convenience of the traveler will not be reimbursed.</p>