



**UNIVERSITY OF  
SOUTH FLORIDA**

# **Travel Manual**

# INTRODUCTION

This manual is intended to familiarize new and existing employees with current business travel rules and procedures for University of South Florida (USF). This document should function as a reference guide as requests for permission to travel are submitted, travel arrangements are made, and travel reimbursements are requested.

Florida Statute (F.S.) 1001.706(6) specifies that university employees are public employees for the purposes of travel and are bound by travel requirements laid forth in F.S. 112.061. Most USF travel requirements are based, either directly or indirectly, on the provisions of 112.061. Any exceptions to these requirements will be granted on a case-by-case basis.

Terms used throughout this document that are explained in the definition section are capitalized.

Unless otherwise specified as business days or work days, all references to days refer to calendar days.

Any documentation that is required along with the electronic submission of an Expense Report is listed in table form in this document as follows:

Required Back-up
¾ Any documentation that is required, such as expense receipts or other required back up, will be listed at the end of each section in a table like this.
¾ Additional paperwork, backup or signatures that may be required in special or exceptional circumstances will be described in this format also.

To obtain system access, users who initiate transactions are required to complete “Travel Rules and Requirements” training, provided by the University Controller’s Office, which provides an in-depth review of the concepts in this manual. For information on the electronic system and processes used to create and approve travel requests and expense reports, see the training videos and other resources at the [USF Travel Training web page](#).

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## I. DEFINITIONS

**Archivum Travel System** – electronic system used to submit and approve requests to travel and to submit, approve and pay Travel Expense Reports for reporting and reimbursement.

**Common Carrier** – commercial train line, bus line, or airline operating scheduled trips/flights or an established rental car firm.

**Complimentary** – term for “payment” method when an expense is paid for, or otherwise provided, by an organization or entity outside the University, by virtue of the traveler’s business activities or employment.

**Conference/Convention** – the coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems and required when there is a registration fee. A conference does not mean the coming together of state University personnel.



**Travel Coordinator** – an individual, designated with department wide delegate access, able to submit Travel Requests, Cash Advances and Expense Reports into Archivum Travel on behalf of all travelers in a designated department. Travel Coordinators may alternatively be given view-only access which cannot submit travel transactions.

**Travel Expense** – authorized travel expenses of travelers, limited to those expenses necessarily incurred by them in the performance of a University purpose. All Travel Expenses must be allowable within the scope of th

## II. OVERVIEW OF PROCESS

Requests for approval to travel and travel reimbursements at USF are submitted and administered through the Archivum Travel System. Once requests are submitted, they are routed through a workflow system for approval in compliance with University rules and procedures and, ultimately, reimbursement.

All USF employees have access to Archivum Travel. Because requests and approvals are submitted electronically, Travel Coordinators and Fiscal Approvers are required to obtain valid system access.

### **Workflow Role**

All employee travelers have access to Archivum Travel to submit their own travel transactions. Those submitting transactions for others require set-up as a Travel Coordinator after completion of required training, by submitting the [FAST Access Request](#) form, also available on the Travel website. Fiscal Approvers such as Reviewers, Expense Managers and RO Approvers must request set up with the appropriate assignment also by submitting the [FAST Access Request](#) form. Supervisor approval assignment is based on the traveler's Supervisor as indicated in USF Global Employment System (GEMS), and Project Manager approval assignment is based upon the Project Manager set up in the Grants Module in FAST.

### **Traveler Profile**

Traveler contact information must be entered into GEMS before a Travel Request or Expense Report can be submitted in the system.

Employees are entered into the system by Human Resources at the time employment commences and no additional action is needed on the part of the traveler as relates to GEMS for purposes of the Travel system.

Non-employee travelers who may already have been input into GEMS for other business reasons (Persons of Interest) will require no additional action as relates to GEMS for purposes of the Travel system.

Non-employee travelers not already in the system as Persons of Interest must be input in GEMS. The [Non-Employee Travel Profile Request](#) form must be submitted to the Travel Department and processed before a Travel Request can be entered.

### **Travel Request**

Travel on University business must be authorized in advance. With the exception of mileage only submissions as described below, USF travel procedure requires that a Travel Request must be submitted in Archivum Travel and fully approved before traveling.

The Travel Request is the traveler's permission to travel and is an estimate of what a specific trip will cost. The Travel Request should list all anticipated Travel Expenses that are known, or can





USF business travel must always be approved in advance. If business travel will occur for which USF will not be financially responsible in any way:

- x For Domestic travel, an electronic Travel Request in the system is not required. Prior approval is required, but may be documented and filed at the department level.
- x For International travel, an electronic Travel Request in the system is required for





### **III. RULES AND PROCEDURES AND GENERAL ACCOUNTING**

The provisions of these directives apply to a

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**Required Back-up**

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- f* *Travel sponsored by Student Government.* Travel sponsored by Student Government funding will be reimbursed at the rates set forth in the Student Government Statutes related to sponsored travel.
- f* *Student group travel.*



## **IV. RULES AND PROCEDURES-GENERAL EXPENSES**

### **Registration**

Prepayment of registration fees for conferences, conventions, formal meetings, seminars and workshops is often required or advisable. Prepayment should be via PCard. The traveler may also prepay or pay on site and request reimbursement. Regist



USF travelers will be reimbursed for all airline fares in economy and coach, or equivalent classes. See the [Airline Class Guide](#) on the USF Travel website for guidance on allowable and not allowable classes for the major domestic airlines. Business class travel is reimbursable for all segments of trips with at least one segment lasting longer than 8 hours.

If the airline used charges additional fees for checking baggage, USF travelers will be reimbursed for up to a maximum of two (2) bags. A receipt is required for each baggage expense claimed over \$25.

- ¾ If flying a different route for personal reasons, advance airfare quotes showing round trip to and from business event must be included with the Receipt Package for comparison purposes.

been used. An exception to this rule is normally taken when the car is shared with other travelers resulting in a savings to the University on airfare, or when the cost of renting a vehicle in the city where business is conducted exceeds the mileage allowance claimed. If the traveler chooses to drive long distance rather than fly for personal reasons, comparable airfare quotes should be obtained before the travel occurs and provided as part of the Receipt Package. The lesser of the two amounts will be reimbursed.

#### **Required Back-up**

- ¾ A record of miles must be accurately maintained and shown on the Expense Report. If more convenient, a separate log may be included with the Receipt Package showing multiple trips of recurrent mileage, as long as it is clear and auditable. Either the Expense Report or the log must show the number of miles of travel from the point of origin to the point of destination. Dates and times of departure and return must be shown for each point of travel.
- ¾ Print out for Map Mileage (city to city) travel must be obtained from the Florida Department of Transportation mileage chart or some other source such as MapQuest, Yahoo or Google and included with the Receipt Package.
- ¾ If driving long distance, advance airfare quotes for comparison purposes must be included with the Receipt Package.

### **Car Rental**

University employees in need of a rental car for official business are required to use the State of Florida contract with Avis Budget Group. The Avis AWD code A113400 or the Budget BCD code T417600 must be provided at the time of reservation and pick-up and it is the responsibility of the traveler to ensure that the contract terms are applied. Avis and Budget contract rates are available for both in-state and out of state rentals.

The terms of the contract are inclusive of fees and provide collision/loss damage waiver insurance and reasonable daily price points. To avoid incurring unallowable expenses, all travelers on USF business should use the contracted vendors whenever possible. If an employee is forced to rent a vehicle with a vendor outside of Avis or Budget, business justification must be provided in Archivum Travel, and use of E&I Cooperative contract with Enterprise and National, code XZ42D09, is encouraged as the secondary alternative.

Departments may set up direct-bill accounts to reserve and pay directly for rentals for non-employee travelers. If that is not possible, non-employees should secure a compact vehicle with the vendor offering the most economical rate. Personal insurance coverage and other types of optional charges will not be reimbursed.

USF allows for the rental of compact class cars. An exception to the vehicle class rule is allowed when the car is shared with other USF business travelers or when transporting materials or equipment; business justification must be provided in Archivum Travel. Under no circumstances should a luxury or premium vehicle be secured.

Any additional expenses associated with a rental incurred for personal reasons such as personal accident insurance and GPS, will not be reimbursed.

Travelers should have a valid business reason for retaining a rental car for an extended period of time. For instance, a traveler who attends a conference for several days and stays at the hotel where the event is being held would not likely need to retain a car for the entire stay.

The state contract with Avis Budget Group does not apply to international travel. Vehicles should be rented only from legitimate licensed, insured and regulated agencies abroad. When renting a vehicle internationally, it is recommended that coverage for accident insurance, personal insurance and roadside assistance be purchased from the rental provider in that country.

#### Required Back-up

- ¾ An itemized receipt for all rental car expenses must be included with the Receipt Package. Receipt should clearly indicate contract number, class (size) of car, and daily amount.
- ¾ A receipt for all fuel expenses over \$25 associated with the use of a rental vehicle is required. Any travel expense paid on a USF PCard requires a receipt, regardless of the amount.

### State Vehicles

The use of a state owned vehicle is encouraged whenever possible. If a State vehicle is used, mileage may not be claimed. While most State vehicles are maintained routinely by the department or unit, fuel required for a particular trip may be reimbursed through travel. Receipts for expenses over \$25 must be provided. The license plate number of the State vehicle should be provided at the time the Travel Request and/or Expense Report is submitted.

### Other Ground Transportation

Taxis, trains, buses, rideshare and other public transit may be used when these modes of transportation are most efficient and economical to accomplish the business purpose. Receipts are required for all ground transportation over \$25 per incident.

#### Required Back-up

A receipt is required for the following expenses and should be included with the Receipt Package:

- ¾ Taxi, shuttle, Uber, Lyft, etc., expenses in excess of \$25 per incident (tip to 18%). Any travel expense paid on a USF PCard requires a receipt, regardless of the amount.
- ¾ Bus, train or other public transportation in excess of \$25 per incident. Any travel expense paid on a USF PCard requires a receipt

### **Personal Plane**

The use of personal planes for USF business is not reimbursable due to increased liability and administrative cost issues.

### **Flat Per Diem**

Flat Per Diem Allowances are automatically generated and calculated by the Archivum Travel System based on the following statutory parameters. Travelers, Travel Coordinators and Approvers should be familiar with these procedures insofar as they must understand when Flat Per Diem may or may not be requested and when meals should be deducted4en1 Tro 237 mvd r as

## Flat Per Diem Chart

### **Incidentals**

Actual incidental expenses incurred while on USF business will be reimbursed. Since the University reimburses actual amounts per incident for these types of expenses, incidental per diem allowances for Foreign Travel that appear on the Department of State list of allowance amounts may not be claimed.

While it is strongly advised that receipts be obtained whenever possible, receipts are always required for PCard expenses and for all out of pocket incidental expenses over \$25.\*

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## **Expenses Not Allowed**

The following list, which is not all-inclusive, represents some travel expenses that are not reimbursable through USF Travel:

- f* Alcoholic beverages
- f* Cancellation charges (unless justified)
- f*
- f*





## **Domestic Lodging**

There are no contracted or pref

## **VI. RULES AND PROCEDURES-FOREIGN MEALS AND LODGING**

Meal Allowances and maximum Lodging rates for

## FOREIGN MEALS AND LODGING ALLOWANCES

LOCALITY	MAXIMUM LODGING AMOUNT (A) +	M&IE RATE (B) =	MAXIMUM PER DIEM RATE (C)	EFFECTIVE DATE
AFGHANISTAN <sup>-2/19</sup>				
Kabul <sup>2,19</sup>	0	25	25	4-1-06
Other	0	15	15	8-1-03
ALBANIA				
Tirana	168	75	243	5-1-06
Other	81	25	106	4-1-92
ALGERIA <sup>-2/</sup>				
Algiers <sup>2</sup>	184	97	281	10-1-06
Other	174	81	255	1-1-06

In the [Department of State](#) table as shown above, Column A provides the lodging rate for the area. Column B is the total daily meal allowance plus an incidental allowance. The

## **Foreign Lodging**

There are no contracted or preferred hotels for USF Foreign travel. Lodging reservations should be made with any merchant in accordance with good purchasing procedures and Chapter 112.061, Florida Statutes.

Maximum allowable foreign lodging rates are determined by the U.S. Department of State, Foreign Per Diem Rates, Maximum Lodging Rate, for the particular city or region. The link to the U.S. Department of State web site is available on the USF Travel web site or at: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) .

If unique circumstances require that the nightly hotel rate exceed the published U.S. Department of State rate, justification is required in Archivum Travel.

Foreign lodging will be reimbursed at the single occupancy rate unless a room is shared by

## VII. CASH ADVANCE

Travelers are encouraged to obtain a USF PCard to avoid the need for Cash Advances. For information on USF's PCard program, please go to the [USF Procurement Card Program](#) website.

In some circumstances a Cash Advance for USF Travel Expenses may be requested. If a traveler falls into one of the categories below, a Cash Advance may be requested after the Travel Request is submitted and fully approved in Archivum Travel.

Cash Advances are issued only in the following situations:

- f* Travel destination is to a remote area where credit cards are not accepted.
- f* Travel is performed for an extended length of time (30 days or more).
- f* The traveler has been denied a credit card.
- f* The traveler is a student.
- f* The traveler is incurring expenses for students accompanying traveler on the trip.

In these cases the University will authorize payment of up to 100% of estimated out of pocket expenses (meals, incidentals, etc.) on an approved Travel Request.

A Cash Advance will be issued no more than seven (7) business days before