

## MEAL ALLOWANCE PER DIEM

Meal	Leave Before	Amt. \$	Arrive After
Breakfast	6:00AM	\$6	8:00AM
Lunch	12:00PM	\$11	2:00PM
Dinner	6:00PM	\$19	8:00PM

## POST-TRAVEL

- Submit receipts to Travel Coordinator.
- Complete Expense Report (ER) in Archivum within 30 days of travel end date. (pg.10)
- ER's not submitted:
  - > 60 days from the travel end date require a signed timeliness approval document by the dean or director. (pg.10)
  - > 6 months from the last date of travel require signed approval by appropriate vice president. (pg.10)

## OTHER COMMON TRAVEL TIPS

- P-Card expenses are Tax free in the state of Florida.
- Tips cannot exceed 20%
- Mileage rate: \$0.445
- Personal vehicle mileage claims are reimbursed only in excess of regular commute to official USF HQ.
- Mileage-only ER's may be submitted quarterly.
- Only Economy/Long-term parking @ Airports



TRAVEL MANUAL

## USF TRAVEL SERVICES

[travelhelp@usf.edu](mailto:travelhelp@usf.edu)



## USF TRAVEL POCKET GUIDE

## PRE-TRAVEL

- A Travel Request (TR) must be approved in Archivum.
- Planned travel for more than 30 consecutive business days requires signed approval from the President prior to the TR.
- Airfare comps at the time of booking are required based on fare thresholds and/or personal elements.
- Any reimbursement of a Flat Amount should be agreed to by the traveler & Dept. head in writing and be part of the TR prior to Travel. (pg.14 Travel Manual)



- Include Airfare comps at the time of booking for Airfare exceeding:
  - \$750 for North America (including Puerto Rico & US Virgin Islands).
  - \$1,500 for International flights (excluding Canada & Mexico)
- Airfare comps at the time of booking with personal element.
- Max. reimbursement of 2 checked bags.
- Economy/Coach allowable. \*See Airline Class Guide.
- Business class allowed with 1 flight segment lasting 8 hours.
- Include cancellation/change approval document for related charges. (pg.17)
- Provide itemized receipt.

- Rental cars for USF business must use the State of Florida contract with Avis Budget Group (ABG). Contract #'s: Avis: A113400 Budget: T417600
- Outside the U.S. – use a reputable vendor.
- Allowable rental class: Compact/Economy (a business justification is required for all other classes).
- It is the Traveler's responsibility to ensure contract terms are applied.
- Insurance coverage is included in state contract business rentals.
- Avis Budget Roadside Assistance: 800-354-2847
- In the event of an accident, renters should supply responding law enforcement with the ABG self-insurance card located in the glovebox.
- Provide itemized receipt.

- Exceeding Domestic lodging cost of \$250/night incl. taxes and fees, requires business justification selection in Archivum.
- Must include itemized zero balance receipt.
- Maximum allowable foreign lodging rates are determined by the U.S. Dept of State; exceeding limits requires business justification selection in Archivum.
- Flat per diem (\$80) may be claimed in lieu of actual lodging & meal allowance on both foreign/domestic travel.
- Valet parking only allowable when no self parking is available.

## AIRFARE

NO PERSONAL EXPENSES  
NO FIRST CLASS  
NO TRAVEL INSURANCE

## RENTAL CAR

NO LUXURY/PREMIUM CAR  
NO FUEL SERVICE  
NO ACCIDENT INSURANCE  
NO ROADSIDE ASSISTANCE

## LODGING

NO ROOM SERVICE/LAUNDRY  
NO EARLY/LATE CHECK IN/OUT FEES  
NO LODGING WITHIN 50MI. OF CAMPUS HQ