



## College of Business Travel Policy 2025-2026

### Process

Travelers send their travel representative a **College of Business Travel Request Form** (available [here](#) on CoB website) as soon as they become aware of an upcoming trip that supports the College of Business. The form is then routed to the traveler's supervisor and the CoB's budget manager (if needed). Once the fully signed form has been received, the request is formally submitted in Concur, the university's travel system, and the traveler may begin organizing their trip. Requests submitted in Concur without a signed Travel Request Form will not be reimbursed.

Following the trip, travelers send allowable itemized receipts to their travel representative within ten business days. A conference program is also required for all conference travel.

The travel delegate will create an expense report in Concur and notify the traveler when it is ready for review and approval. The traveler's supervisor will also need to review and approve.

### International Travel

Effective October 16, 2024, all employees traveling internationally on business will need to complete an International Travel Attestation Form within Concur in addition to the College of Business's Travel Request Form. When a request is designated as *Foreign*, Concur will require the traveler to submit the Travel Request themselves after the traveler's representative prepares the Foreign Travel Request. Additional information regarding foreign travel is available online [here](#).

### College of Business and University Travel Policies

Reimbursements may be processed by College of Business Travel staff up to six months past the travel end date. Receipts submitted after six months will be denied.

Employees should confirm allowable expenses with their department chair or with the CoB Travel team. If an expense item has been approved for reimbursement, the following travel policies are observed for all faculty, staff, students, and guests traveling on behalf of the College of Business.

Questions may be directed to any of the individuals below or to [COB-Travel@fsu.edu](mailto:COB-Travel@fsu.edu)

### Travel Representatives

Nicole Folkert	Senior Travel Administrator - Staff, Students, Guests	645-4293	<a href="mailto:nfolkert@business.fsu.edu">nfolkert@business.fsu.edu</a>
Blake Merritt	Travel Assistant - Faculty	N/A	<a href="mailto:bmerritt@business.fsu.edu">bmerritt@business.fsu.edu</a>
Sarah Fountain	Asst. Dir., Finance & Admin.	644-7871	<a href="mailto:sfountain@business.fsu.edu">sfountain@business.fsu.edu</a>
Mark Thorp	Asst. Dean, Finance & Admin.	644-7885	<a href="mailto:mthorp@business.fsu.edu">mthorp@business.fsu.edu</a>

## Airfare

As of March 2020, Airfare **must** be booked through Concur or with Collegiate Travel Planners (CTP) if reimbursed with university funds. Reservations can be made using the contact information below or online using instructions provided in the University's Concur user guide (links below).

Collegiate Travel Planners (CTP)  
(888) 862-2947 | [fsu@ctptravelservices.com](mailto:fsu@ctptravelservices.com)

Airfare comparisons are required in the below circumstances:

- Trips that contain personal travel
- Flights departing or returning to an airport outside of Tallahassee
- Airfare classes other than economy/coach

To provide an airfare comparison, the traveler should take a screen shot of the airfare as though the above situations are not occurring. The comparison screenshot should be captured immediately after the original airfare is booked using the same booking method as the original airfare.

Airfare purchased with FSU Travel or Lodge Cards must be reconciled within 90 days after the travel end date. Travelers with card charges that are at least 30 days past the charge date or trip end date and not placed on an expense report will receive an email from FSU Travel staff with their supervisor cc'd. This email will notify them that they have an additional 30 days to resolve these outstanding charges. Failure to do so after this 60-day period will result in the termination of their Travel Card. After 90 days, any unresolved charges will be assumed personal, removed from Concur, and treated as an account receivable from the employee, which will lead to wage garnishment.

## Lodging

Lodging reservations may be booked through Concur, directly on the hotel website, or through a conference room block. Booking through a hotel room block is preferred when available. The university discourages booking through third party travel websites (i.e., Travelocity, Expedia, HotWire); these sites tend to add additional fees and can be difficult to request itemized receipts. Justification may be required for nightly rates exceeding \$225, excluding taxes.

Lodging receipts must include the traveler's name, nightly rate and tax itemizations, and a \$0.00 balance. Justification is required for incidental charges (refer to FSU Travel Reference Guide below).

## Rental Vehicles

Car rentals may be booked through Concur or the State of Florida portal using the respective links below. Only compact cars should be reserved unless justification for minivan or passenger van is provided. Minivans and passenger vans may be reserved when the number of passengers requires more than four seats and for larger materials that will not fit in a compact vehicle.

Fuel for rental vehicles may be reimbursed with itemized receipts.

Insurance is included for domestic use only. See Foreign Travel for more information.

State of Florida Avis/Budget Reservation Portal: <https://www.carrental.com/abgPartners/sof/>  
Enterprise: <https://www.enterprise.com/en/home.html>  
National: <https://www.nationalcar.com/en/home.html>  
Hertz: <https://www.hertz.com/rentacar/rental-car-deals/florida-state-university-welcome-page>

### **Mileage**

Mileage in a personal vehicle may be reimbursed at \$0.445/mile. Mileage is calculated from official headquarters (College of Business) to destination address using a Google Maps tool in Concur.

Fuel purchased for use of a personal vehicle is not reimbursable.

### **Rideshares (Ubers, Lyfts, taxis) and Parking**

The university reimburses rideshares to and from business locations only. These include transportation to and from the destination airport, to and from the conference hotel from the conference site, and to and from official business meeting points (i.e., corporate tour locations). Itemized receipts must be provided. Tips are reimbursable up to 20%.

The College of Business will also reimburse parking at the Tallahassee airport OR rideshare expenses to and from TLH **up to** the equal parking rate (e.g., 5 days of parking at \$15/day = up to \$75). An itemized receipt must be provided for reimbursement.

### **Conference Registration**

Conference registration is reimbursable with a receipt that includes proof of payment, itemization of conference expenses, and a copy of the conference agenda.

Some organizations may require an active membership before registering for their conference. Before purchasing membership, first verify reimbursement with supervisor and then discuss with College of Business Travel Representative and/or Accounting Specialists. University PCards are the preferred method of purchase rather than reimbursement to the traveler.

### **Meals**

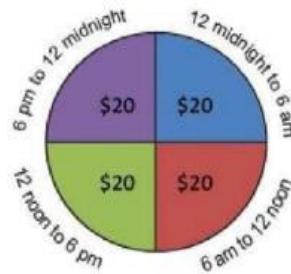
The university reimburses meals and lodging at the below State of Florida approved rates, unless meals are provided by conference or other party. Meal receipts are not required.

Breakfast: \$6.00 (travel must start prior to 6 am and extend beyond 8 am)

Lunch: \$11.00 (travel must start prior to 12 pm and extend beyond 2 pm)

Dinner: \$19.00 (travel must start prior to 6 pm and extend beyond 8 pm)

Per diem may be included only for the last day of travel and is calculated at \$20/quarter per the diagram below.



### **Travel Policies and Resources**

[FSU Concur User Guide](#)

[FSU Travel Reference Guide](#) (subject to change)

[FSU Vehicle Rental Matrix](#)

[Travel Office Website](#)

[Concur Training Videos](#)

[Travel Policy 4-OP-D-2-D](#)

## Sample College of Business 2025-2026 Request Form



### Florida State University College of Business Travel Request Form 2025-2026

Traveler Name:	Charles Rovetta	Destination:	Chicago, IL	
Event Name:	AAA Annual Meeting			
Staff	<input type="checkbox"/>	Faculty	<input checked="" type="checkbox"/>	
PhD	<input type="checkbox"/>	Please email completed and signed form to: <a href="mailto:TRAVEL@BUSINESS.FSU.EDU">TRAVEL@BUSINESS.FSU.EDU</a>		
Departure:	Date: 8/3/25	Time: 8:00 AM	Date: 8/7/25	Time: 9:00 PM

Please explain the purpose of your travel and how it will benefit the mission of the University. If travel is for a conference/convention, please include exact title (not just the acronym). When using online funds, provide an additional benefit tying your travel to the undergraduate online class (include online course number):

I will be attending the American Accounting Association's annual meeting, held at the Hyatt Regency Chicago. This is the AAA's premier accounting education and research event of the year. While attending, I plan to network with accounting colleagues across institutions, partake in sessions involving the latest research, and learn effective strategies for teaching new information to students interested in best accounting practices.

Please be aware that travel is not approved automatically. After this form is submitted to travel@business.fsu.edu, a copy will be sent for signature approval to the traveler's supervisor and the Dean's office. Do not book anything for travel until fully approved.

Please indicate estimated expenses		Please indicate estimated expenses	
Expense Type	Amount	Expense Type	Amount
Airfare (In Concur)	\$ 900.00	Map Mileage	number of miles city to city x \$0 .445 per mile= \$ 0.00
Hotel/ Lodging Single Occupancy rate	Hotel name Hyatt Regency Price per night \$ 250.00 Number of nights claimed 4 Total Lodging Cost \$ 1,000.00	Taxi Fares	\$ 100.00
Conference Registration	\$ 500.00	Parking	
AVIS/Budget Enterprise/National Hertz Compact Car Rate	Use FSU Contract for all rental car reservations	Other: Amount Type	
		Gasoline rental car only	
		Meals	Determined by funding source, itinerary & dept policy
		<b>TOTAL:</b>	<b>\$ 2500</b>

By signing below, I certify that the information provided on this form is true and accurate to the best of my knowledge and attest that the aforementioned travel is for official business of Florida State University. I also agree that I will adhere to all Florida Statutes, as well as FSU and College of Business policies and procedures and acknowledge that if I do not, I may be responsible for any incurred expenses and/or the repayment of any funds that I may receive. I, (Florida State University Traveler) do voluntarily accept to receive travel expenses of less than the full amount as authorized by Florida Statute FS 112.061 to cover the trip dates and destination(s) as stated above. Examples can include: Trip max dollar amount, other outside entities paying for travel expense, internal department and College of Business travel policies as stated at faculty meetings and in writing via email.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approvals (Admin Only):  
Dept. ID/ Fund/Project: \_\_\_\_\_ E&G/CF  Online  Foundation

Dept Chair/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\*Additional Approvals (ODL Travel only):

Academic Dept. Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_

\*ODL Dept. ID/ Fund: \_\_\_\_\_ Date: \_\_\_\_\_



## College of Business Non-Travel Expense Reimbursement Policy 2025-2026

The following are common reimbursable expenses to College of Business (CoB) faculty, staff, and students. Individuals should confirm with their department representative and CoB Travel staff for items not listed.

### Meal Allowances for Visitors to the College of Business

Group meals for faculty candidates, guest speakers, and other visitors to the College of Business may be reimbursed with departmental approval. Payees must submit a guest agenda and an itemized receipt showing proof of payment and a \$0.00 balance to the CoB Travel team. A list of attendees must be provided for groups of 15 or fewer. Reimbursement amounts are limited to the following, including tips:

- Breakfast: up to \$25/person
- Lunch: up to \$40/person
- Dinner: up to \$100/person

*Tips cannot be reimbursed more than 20% of total purchase, per university policy*

### Food and Materials for Department Events

Food and other supplies purchased for department or college-wide events may be reimbursed to individuals with departmental approval and itemized receipts sent to the CoB Travel team. A business purpose for the event and an approximate number of attendees must be provided (events with 15 or fewer participants will require a list of attendees).

Space rentals for department events may also be reimbursed with advanced approval and itemized receipts and rental agreements. For on-campus events, departments should work with CoB Accounting Staff to create an internal purchase order with the campus unit(s).

### Research Expenses

Items pertaining to faculty research may be reimbursed to individuals with departmental approval and itemized receipts sent to the CoB Travel team. These items are included, but not limited to:

- Professional journal submissions
- Research paper submissions
- Payouts to Prolific research participants (*note*: payment cannot be reimbursed until documentation is provided showing participants were paid)
- Subscriptions to professional publications or training sites (LinkedIn, Grammarly, etc.). Before seeking reimbursement, review services provided by ITS [here](#) as some services may already be available at no cost.

### Professional Memberships

Memberships to professional organizations may be reimbursed by individuals with departmental approval and an itemized receipt sent to the CoB Travel team. Justification for the membership should be provided when seeking reimbursement. Individuals should confirm that the College of Business does not already have an institutional membership in place before seeking reimbursement. Institutional and individual memberships may also be purchased by CoB Accounting Staff.