TRAVEL WORKSHOP

PRESENTED BY

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Florida Agricultural and Mechanical University
Florida Statute 112.061

- Governs all University travel expense
- All travel must be authorized and approved with a stated business purpose that must benefit the state of Florida
- Subsistence Allowance
  - Breakfast, $6
  - Lunch, $11
  - Dinner, $19
  - Reimbursed based on the provided schedule
  - Meals are not reimbursed when included in convention/conference registration fee
Florida Statute 112.061

- Transportation
  - Most direct, economical method of travel
  - Arrangements made for the traveler’s convenience paid by the traveler
  - Method of travel based on the following:
    - Time of travel
    - Impact on productivity of the traveler
    - Cost (transportation plus required subsistence allowance)
  - Use of privately-owned vehicle is permitted
    - Travelers receive mileage allowance at 44.5 cents/mile
Florida Statute 112.061

• Other Allowable Expenses
  – Taxi fare
  – Tolls
  – Parking fees
  – Convention/conference registration fees

• Advances are authorized to cover anticipated cost of travel
Travel & Expense Policy & Procedures

- Travelers are not to make commitments to travel or incur travel expenses without first obtaining appropriate approvals
  - iRattler’s (PeopleSoft) Travel and Expense (T&E) Module
  - Workflow functionality
  - ImageNow

- Roles & Responsibilities
  - Travel Representatives:
    must initiate ALL travel transactions in the T&E module
    must ensure appropriate approvals are obtained in advance of anticipated travel
  - Directors/Principal Investigators/Sponsored Programs:
    review all T&E transactions for approval
  - Travel Office:
    audits, approves and processes all T&E transactions
  - Travelers:
    provide Travel Representatives with necessary information to create travel transactions, including all receipts upon return
Travel & Expense Policy & Procedures

• A Travel Authorization, entered into iRattler’s T&E module, is required for all travel
  – Must be approved by individual(s) with budgetary responsibility
  – Also audited and approved by the Travel Office
    • Transactions not approved are sent back to the Travel Representative for revision with accompanying notes
  – Recommend submission at least 15 business days before the planned trip

• A T&E Report is required for all reimbursements
  – Must be accompanied with receipts and agenda, if applicable
  – Due ten business days after return date
Travel & Expense Policy & Procedures

• Cash Advances
  – Approved for amounts up to 80% of estimated travel expense totaling $200 or more
  – Recommend submission at least ten business days prior to trip
  – Any unused portion is due to the University within ten days after traveler’s return
  – If not settled within 30 days, amounts due to the University are repaid via payroll deduction (employees are then ineligible for future advances)
Other Important Travel Information

- Participation in the Delta SkyBonus Program
- Enterprise Rent-A-Car is the state contracted rental company
  - Travelers are reimbursed the compact rate (no extras permitted)
- Payment Request Forms are encouraged for student group travel
  - Payments made directly to the travel-related vendor (e.g. hotels)
Audit Considerations

• Standard Travel-related Operational Audit Topics
  – Historically, the focus was monitoring travel expenses managed by different systems, P-card versus T&E
  – Currently, the focus is on the president and board member travel expenses
    • Are these expenses in compliance with 112.061, Florida Statutes?

• FAMU’s past travel-related audit challenges
  – Report 2013-103 cited late submission of expense reports, questionable expenses, group travel issues and FDLE investigations
  – Report 2014-108 cited NO travel-related findings
    • T&E module was fully implemented by FY 2013
  – Report 2017-197 cited late submission of expense reports
    • Expense reports submitted an average of 14 days late
Thank you

Questions?