

The Department of State (DOS) is used for the maximum lodging allowed for travel to foreign countries. When traveling to a foreign country travelers should read the appropriate U.S. Department of State advisories before beginning travel to a foreign destination and exercise prudence when traveling to a foreign country. The DOS website is http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

Travelers Share a Hotel Room

Each employee traveling is responsible for their own hotel charges. However, there are circumstances that arise while on a trip when a traveler may need to pay for a co-traveler's hotel room. In these instances the traveler and co-traveler need to properly record the appropriate information in the travel module so that the travel cost can be associated with the traveler and co-traveler. The traveler paying the hotel bill shall request reimbursement for the total amount on his or her travel reimbursement request. The traveler whose hotel bill is being paid must file an expense report and state on his expense report "hotel room compliments of John Doe". Also list the expense report ID of the traveler who paid the hotel bill. The maximum room rate must be in accordance with the University's policy.

Travelers Split Hotel Room Bill

If two travelers share a hotel room and split the bill, each traveler may claim one-half of the hotel bill on his/her travel reimbursement request. They must obtain separate hotel folios indicating individual payment.

Vicinity Travel Lodging

A traveler may not claim per diem or reimbursement for lodging for vicinity travel unless extraordinary circumstances that necessitate the overnight travel are fully explained by the traveler and approved by the University Controller in writing prior to the expense being incurred. Criteria for approval shall include late night or early morning job responsibilities.

F. Auto Rental

Rates

Florida International University uses the State of Florida contract with Enterprise and National for the rental of vehicles. This contract is only applicable for renting from Enterprise and National in the continental U.S. The FIU corporate ID number is XZ41D69. If an individual traveling on behalf of FIU chooses another rental agency, the traveler will be reimbursed at the rate of the State contract. If an employee is forced to rent from another rental agency, written justification must be provided with the expense report. For rentals other than the Enterprise or National contract, the excess cost may be required to be reimbursed to the University, unless adequate written justification is provided if the rental was paid with a University Credit Card. The rental rates for Enterprise and National are located at [Enterprise/National Pricing List](#).

To make a reservation, call 1-877-690-0064 and reference account ID XZ41D69 or visit:

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=FLINTER2

Gas will be reimbursed for auto rentals and University vehicles only to the driver of the vehicle. Submit gas receipts with the Travel Expense Report as an incidental expense type.

Class of Car Allowable

Rental is restricted to a compact (Class B) vehicle unless traveling with multiple travelers, traveling with extra equipment or excess baggage when the car is shared with other travelers. The traveler must provide written justification for renting a larger vehicle.

If traveling with others, include a list of the other passengers with their respective Travel Authorization and /or Expense Reports numbers. If traveling with equipment or extra baggage, provide a detailed list and explanation. Include information with the receipts submitted with the Expense Report.

Travelers will not be reimbursed for use of a car larger than the B-car class on the rental car contract because of the size or stature of the individual unless the requirements of the American Disabilities Act (ADA) are met.

Sales Tax / Surcharge Fees

All rates should exclude State of Florida Sales Tax and surcharges (Sales tax from another state is allowed).

Drivers under the age of 25

Most car rental companies have strict guidelines regarding renting to drivers under the age of 25. The State contract provides that any state employee age 18 to 25 can rent a car for business purposes from Enterprise or National but they must have the following:

- a) Their rental billed directly to the Agency or State PCard (authorized signer or the credit card presented for rental payment).
- b) Rental must be in the name of the party renting the vehicle. Authorized additional drivers are business associates. All authorized additional drivers must be 25 years of age or older.

Non-Reimbursable Automobile & Insurance Expenses

The University will not reimburse for any class of vehicle not authorized by the University Travel Expense Policy. Additionally, the University will not reimburse for Personal Liability Insurance, ALI: Additional Liability Insurance, LDW: Loss Damage Waiver Insurance and PAI: Personal Accident Insurance or any additional insurance. If the State contract is not used, Collision Damage Waiver (CDW) is the only insurance allowed.

Damaged Vehicles

Before driving away from the rental premises, the traveler should examine the car to make sure it is not damaged. If the car is damaged, the traveler should notify the rental company and request another car or a written statement from a representative of the company acknowledging that the car was damaged when delivered to the traveler.

Seatbelt Use

All occupants of state rented vehicles are required by law to use seat belts while traveling in the vehicle. Failure to use seat belts may result in disciplinary action or reduced worker's compensation benefits in the event of an accident.

Accident Reports

All accidents are to be reported to the car rental company. Any forms or reports prepared by the police or car Rental Company should be turned in to the FIU Insurance Manager who can be reached at (305) 348-6970.

Use of Private Automobiles

Authorization may be granted for the use of privately-owned vehicles to conduct official travel. Travelers using their own automobiles are reimbursed for the official mileage between the cities traveled and are entitled to a mileage allowance at a fixed rate. The traveler is not entitled to a mileage allowance when transported gratuitously by another person.

Use of FIU Automobiles

Employees may be reimbursed for gas, parking and tolls when conducting official FIU business. The vehicle number and/or vehicle log must be included with the expense report.

G. Travel Expense Report/Reimbursement

After returning from a trip or incurring an expense, reimbursement is made by completing an expense report with accompanying receipts. The expense report must be submitted within ten (10) days after the completion of the trip or incurrence of the expense. All expense reports over ninety (90) days old that have not been finally processed will be deleted from the system by the Travel and Expense staff. Expense reports that do not meet the University's guidelines for reimbursement may be required to be paid through the payroll system and reported as income. The Expense Report must list all expenses associated with the trip, whether paid directly by the University or reimbursable to the traveler.

If expenses are split between the University and an outside organization, it is required that the expenses paid or provided by an outside organization be reported in the form of a comment on the Expense Report or memo included with the Receipt Package. In most cases, the Expense Report will be pulled from the preexisting Travel Authorization and modified as needed before submission. The Expense Report must be signed by the employee whose name appears at the top of the document. If the expense report is created on behalf of a non-employee (candidate, speaker, etc.); the non-employee will not sign the report. The printed report along with all supporting documentation must be either uploaded in a PDF file and attached to the system report, or faxed to the ImageNow server at (305) 348-1355 for imaging. If a University Credit