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I. Introduction

A. Accountability and Compliance

The University must follow a number of legal requirements imposed by the Internal Revenue Service and Federal and State granting agencies in reimbursing travel expenses. All persons traveling on behalf of the University and those who approve travel expense reimbursements are responsible for knowledge of University travel policies and procedures, and compliance with sponsoring agency regulations governing travel expenditures. All travel expenses are subject to audit by the Finance Office and the University's external auditors, as well as by agencies such as the Internal Revenue Service and Federal granting agencies. The purpose of these audits is to ascertain that the expenses are proper and fully documented. Therefore, it is essential that travelers are aware of the importance of fully documenting their expenses, and Budget Managers recognize their responsibility for critically reviewing travel expense reports prior to approving expenses for reimbursement. All travel reimbursements for travel through June 15 must be submitted to the Finance Office within 30 days of the end of the trip to ensure timely and accurate processing. Travel occurring during the period June 16 to June 30 must be submitted to the Finance Office by July 15.

This policy is designed to provide guidance about the required procedures and standards applied in approving travel and business expenses for reimbursement by Stetson University. Because a written policy cannot cover every possible circumstance, we urge you to consult the appropriate Budget Manager in advance if you are uncertain about whether an item will be reimbursable. In certain cases, exceptions to this policy may be specifically stated in an employee's employment agreement or hire letter. In these instances, the hire letter or employment contract will supersede this policy to the extent the two may conflict.

B. Definition of Official Travel

Official travel is defined as movement on official business of the University from one's home or normal place of employment to another destination, and return from there either to one's normal place of employment or to one's home. Commuting between one's home and regular place of employment is NOT official travel. The normal place of employment may consist of more than one campus for certain employees as described more fully in Section III. C.

The University will reimburse employees and others as described below for reasonable, ordinary, and necessary travel and business expenses, provided advance approval is obtained in accordance with this procedure. Individuals will be reimbursed only for expenses deemed to be in the best interest of the University. Remember that University resources emanate from students and their families as well as donors to Stetson. Please be responsible in the use of these funds.

II. Approval Procedures for Travel

A. Prior Approval

To be eligible for reimbursement, all travel must be approved at least 10 days in advance by the appropriate Budget Manager of the reimbursement source. Travelers are expected to secure the best possible price for transportation and accommodations.

B. Post Travel Requirements

Travelers are required to complete the Travel and Expense Report to document compliance with this policy, obtain the appropriate Budget Manager's signature and submit their request for

reimbursement to the Finance Office within 30 days of the trip. Travel undertaken during the period of June 15 to June 30 must be submitted no later than July 15. Budget Managers need to obtain their supervisor's signature prior to submitting their requests for reimbursement to Finance.

III. Guidelines for Reimbursable Travel Expenses

A. Student Academically Related Travel

Expenses incurred by students must relate directly to the educational purpose of the travel. If approved in advance, this travel is reimbursable in accordance with these guidelines unless specific modifications to this policy are included within the prior approval.

B. Employee Travel

To qualify for approval, travel must bear a reasonable relationship to the employee's job responsibilities at the University. Examples of appropriate travel for employees include, but are not limited to:

1. Participating in professional conferences, seminars, association activities or other educational programs relevant to the employee's assignment.
2. Official representation of the University at meetings or events. The University will not pay for travel expenses incurred in performing any consulting or legal representation, whether compensated or uncompensated, for any other institution, organization, firm, agency, or individual.
3. Travel to an off campus work location during the day as part of the regular assignment will be reimbursed at the allowable rate based on miles driven to and from the off campus location. Unless the employee's position requires less than ten mile, multi-point travel several times per week such as Career Development staff, travel to destinations within a ten mile radius of each campus or travel covered in III.C. is not reimbursable. Frequent, multi-point travel reimbursement submission should be requested on a monthly basis.

C. Intercampus Travel

The University is composed of four separate campus locations: DeLand, Celebration, Gulfport, and Tampa. Travel between these locations is covered in this section. Please see Appendix A, Intercampus Travel Distances and Rates, for standard distances and reimbursement amounts to compensate for travel between these campuses.

Full-Time Faculty are eligible for mileage reimbursement as identified in Appendix A regardless of whether their course is being taught in-load or above the standard teaching load. Part-time and Adjunct Faculty are not eligible for mileage reimbursement. Travel to intercampus voluntary work assignments outside of an employee's regular duties, are also not eligible for reimbursement.

D. Eligibility of Employees on Leave

Normally, employees are not eligible for expense reimbursement while on unpaid leave of absence from the University, unless the employee is requested to represent the University at a professional meeting, event, or other activity. A sabbatical is considered a paid leave; therefore, faculty on sabbatical typically will be eligible to receive reimbursement for pre-approved, University-related travel expenses.

E. Non-Employee, Spousal or Other Dependent Travel Expenses

Except as indicated for guests of the University, no travel expenses, transportation, lodging, meals, or registration fees, etc., for spouses or other persons accompanying employees on University travel will be reimbursed unless such travel significantly benefits the University and is specifically approved in writing by the traveler's Vice-President, Provost, or Director of Athletics in advance. Approval is necessary to document whether the spouse's or other person's expenses may be reimbursed on a given trip.

Reimbursed travel expenses of spouses or other persons accompanying employees on travel for University purposes will be reported as taxable income to the employee unless (1) the activities performed by the spouse are necessary and required as put forth in IRS guidelines, (2) the travel of the spouse or other person is for a bona fide business purpose of Stetson University, AND (3) the expense would otherwise be deductible by the spouse or other person. NOTE: ALL THREE (3) CONDITIONS MUST BE MET IN ORDER TO COMPLY WITH IRS REGULATIONS.

F. Group Travel

Students traveling as groups or teams are to be sponsored by a faculty or staff person(s) who will be responsible for complying with the University policies for travel and expense reimbursement. For these trips, one Travel Expense Form should be completed, and a list of travelers attached.

If a person on official travel is accompanied by a person not on official travel, and the expenses for travel, accommodations, or other services are incurred jointly by such persons, then reimbursement by the University to the person on official travel is limited to the actual expenses attributable to the traveler, or to the amount that traveler would have incurred if traveling alone.

G. International Travel

Foreign travel supported by University funds should be approved in the same manner as domestic travel. Travelers should follow the same documentation standards as outlined in this policy for all foreign travel expenses. It is recommended that DeLand and Celebration campus travelers consult with the Office of Risk Management and College of Law campus travelers for any special insurance requirements, as these may differ from those for domestic travel.

H. Pay for Travel Time (Non-Exempt Employees Only)

In accordance with U.S. Department of Labor guidelines for the payment of travel time by non-exempt employees, employees should record compensable travel time on their biweekly time sheet. The paragraphs below describe common instances when travel time will and will not be compensated.

- 1. Normal Commuting and Travel During Work Day:** Before the scheduled workday commences, and when an employee commutes from home to work and, at the end of the day, from work to home, the time spent in ordinary transit normally is not compensable time. But as a general rule, once the regularly scheduled workday begins, time spent by an employee in travel as part of his or her activities on behalf of the University, travel, including travel between the four campuses, is compensable. For employees who are assigned to more than one of Stetson's four campuses, normal commute time to either campus is not compensable.
- 2. Special One-Day Assignments:** In limited circumstances, the time spent traveling from home to work, or vice-versa, may be compensable. For example, time spent traveling on a special one-day assignment to a location other than the employee's main place of work, performed at the University's request, is generally compensable time, except for that time that would constitute the

employee's usual travel to and from his or her work location. Example: Employee's ordinary commute time to and from his or her usual worksite is 30 minutes at the start and end of each day, for which the employee is not compensated. On one occasion, Employee travels to a location other than your main place of work on business for an 8:00 a.m. meeting and returns home that evening at 7:00 p.m. The time between 8:00 a.m. and 7:00 p.m. is compensable, except for one hour that constitutes employee's usual non-compensable travel time.

3. Overnight Travel to Other Locations: For overnight trips out of town (e.g., attending a conference), including hours on Saturdays, Sundays, and holidays, all time spent is compensable work time when it corresponds with the employee's regular working hours. Hours spent in travel outside of regular working hours as a passenger in a car, train, or airplane, etc., are not counted as compensable time.

4. Questions: Please direct questions about applying travel pay to non-exempt employees to Payroll.

I. Transportation

Reimbursement of travel expenses will be based on the following general considerations:

1. The mode of travel should be the most economical means reasonably possible. Reimbursement normally will be made at this rate only. However, if time and convenience of the traveler and time away from the University cause a traveler to select a mode of travel other than the most economical, those factors will be considered in the computation of reimbursement.
2. Travel, including the mode of travel, should be approved before purchases are made.
3. Reimbursement for air, rail, rental vehicles, and taxicabs must be evidenced by original receipts issued by the carrier.
4. Travelers who choose to use their own automobiles on a trip for which air travel is more economical will be reimbursed for an amount not to exceed the least expensive, logical airfare to the destination.

1. Automobile

For approved business travel, use of the traveler's automobile will be reimbursed at the current State of Florida rate per FL Statutes Section 112.061(7)(d)a. The current rate is published on the Travel Expense Reimbursement Form. For approved travel related to relocation, use of the traveler's automobile will be reimbursed at the lower of 24 cents per mile or the standard relocation mileage rate established by the IRS and in effect at the time the travel occurred.

In addition, travelers will be reimbursed for reasonable parking costs, bridge tolls, and turnpike tolls.

The University will not reimburse mileage for travel either to destinations within a ten mile radius of each campus or for travel between Tampa Law Center and Gulfport unless specifically approved in advance. The University will not reimburse employees for parking tickets, fines for

moving violations, or vehicle towing charges. The University will not provide reimbursement for vehicle repair or servicing costs, regardless of cause.

If an employee drives to a location other than his or her primary campus (place of employment) for a meeting, conference, etc. that exceeds the ten mile radius from their primary campus and then drives to his or her primary campus, the University will reimburse the employee for the difference between the total miles driven before arriving at the primary campus, less his or her normal commuting mileage. Likewise, if an employee drives from the primary place of employment for a meeting, conference, etc. that exceeds the ten mile radius and then returns to their home without returning back to the primary campus, the University will reimburse the employee for the difference between the total miles driven after arriving at the primary campus, less any one-way normal commuting mileage.

It is the responsibility of the vehicle owner to provide adequate primary liability insurance for bodily injury and property damage. The University does not provide this insurance coverage on non- University owned vehicles.

If an employee is reimbursed for mileage, he or she will not be reimbursed for the cost of fuel.

2. Using University Vehicles (College of Law only)

Travel in a University-owned vehicle may be arranged in advance, subject to availability, but is not mandatory. Employees must be on the approved driver list maintained by Human Resources before they are permitted to check out and drive a University vehicle. To be placed on the approved driver list, the employee must submit to a check of his or her driving record; the University must then submit that information to its insurance carrier, which must issue an approval before the individual drives a University-owned vehicle.

Reservations for a College of Law vehicle should be made through the College of Law Public Safety Department. Reservations are typically made on a first-come, first-served basis, but priority may be based on institutional needs and special circumstances. Consequently, in some instances, a reservation may be changed or cancelled.

When an employee checks out a University-owned vehicle, Public Safety will also issue University gasoline credit cards. Attach receipts or stubs for charges to these cards to the mileage report, which should be submitted to Public Safety at the end of the trip. Record the vehicle license number on each receipt or stub. Expenses charged to the University credit card should be included on the travel expense voucher, but are not reimbursable to the traveler. University credit cards may not be used for any personal expenses.

3. Vehicle Rental

Renting a vehicle is permitted under limited circumstances. Rental vehicles should be used only if less expensive than a taxi, if a taxi is not available, or if the total rental including gas will be less than the cost of using a personal automobile. If you request a rental car, please provide a short written justification when you submit your travel request for approval. Also, before arranging for a rental, check with Purchasing (DeLand campus) or the Business Office (College of Law) for any negotiated corporate or business discounts available to the University. When an arrangement is available but not used, reimbursement may be limited to the lower of the

discounted rate or the actual cost, unless an adequate reason for not using the corporate program is given. Rental arrangements are also subject to the following restrictions and considerations:

1. A traveler is expected to rent a mid-size or smaller vehicle unless a larger car is required by the number of bags and/or travelers in the University group.
2. Gasoline charges on a rental car will be reimbursed with submission of an original receipt and the rental agreement.
3. Reimbursement for rental cars will be made promptly upon submission of a Travel Expense Report for the trip, documented by an original rental agreement. Credit card receipts are not sufficient for reimbursement.
4. **Rental Car Insurance:** Eligible University employees traveling domestically ON University related business are covered under the University's automobile policy (for collision damage/loss and liability insurance) and should check "decline" when renting a vehicle. To be eligible, the employee must be on the University approved driver list. Those who need to rent a vehicle for university business and are not yet on the University Approved Drivers List should contact Risk Management if located in Celebration and DeLand or the Executive Director for Budget and Finance if located in Gulfport or Tampa. Employees traveling internationally must obtain "Collision Damage/Loss" and "Liability" insurance by checking off the "accept" indicator for insurance with the car rental agency.

4. Airlines

Traveling by air is limited to coach class unless approved in advance by the appropriate Budget Manager for good cause. Good cause typically will be limited to a documented significant health or medical reason that reasonably necessitates travel at a higher class. However, good cause also would include a situation in which the University requires the employee to make an unscheduled trip on an emergency basis and no coach tickets are available. Only the original airline ticket or electronic ticket receipt can serve as a receipt for air travel; the itinerary alone is not sufficient. Airline reimbursement is also subject to the following restrictions and considerations:

Checked baggage: Unless a waiver is granted in advance by the appropriate Budget Manager, for travel of three or fewer days in duration, the University will pay the cost of one checked, but not overweight, bag — if a checked bag cost is assessed by the airline. For travel between four and seven days, the University will pay the cost of two checked, but not overweight, bags — if assessed by the airline. With approval from the appropriate Budget Manager, the University will pay for checked baggage that contains equipment or other materials related to the purpose of the travel. However, the traveler should assess whether these materials can be sent via mail or overnight delivery at a more economical rate.

Other airline fees: Airlines have been adding a variety of new fees. Generally, the University will not reimburse various airline fees other than for food or other items purchased during the flight if and to the extent those expenses would be reimbursed under other circumstances. The University will not reimburse a traveler for alcohol consumed on a flight.

Lowest possible fare/travel time: Reservations should be made using the lowest possible fare, regardless of airline. Travelers are cautioned that airfares may vary significantly during the course of a single day, with the highest fares charged during peak travel hours. Travelers

are urged to conserve University funds by traveling during off-peak hours whenever reasonably possible. Some discount airlines, including Southwest or Allegiant (SFB-Sanford and TPA-Tampa), do not sell tickets through the major travel reservation websites such as Orbitz, Expedia, and Travelocity. Travelers are therefore urged to check Southwest and Allegiant or other available airline websites before purchasing plane tickets. Travelers may use travel websites such as Orbitz, Expedia, or Travelocity to find the lowest airfare. Unless good cause exists to purchase from such a site, travelers must purchase their tickets directly on the airline website to avoid unnecessary service charges. Alternatively, for faculty at the College of Law, Faculty Support Services will make reservations upon request. University travelers may travel at a higher class without approval, so long as the requested reimbursement is at the coach rate.

Airport parking: When parking at airports, travelers should use the least expensive parking appropriate and available subject to safety and disability concerns. For example, an employee traveling without luggage should use economy parking; those traveling with luggage may use long-term parking, but are encouraged to park in economy parking. Short-term parking should be used when picking up a traveler, or when a traveler has a physical condition that necessitates it.

5. Rail

Rail travel should be by coach class, unless overnight travel is involved. Only the original rail ticket serves as receipt. Travel using the auto-train must be approved in advance by the appropriate Budget Manager

6. Taxicabs/Limousine

Taxi or limousine travel, when appropriate, will be reimbursed if properly substantiated by the original receipt. Airport limousines, hotel shuttles, or buses should be used whenever reasonably possible, if less expensive than taxis.

J. Lodging

Travelers are expected to use economical accommodations. In addition, the following specific guidelines apply:

1. Reimbursement for lodging may not exceed the normal rate for a standard room.
2. If an individual is attending a convention or conference, using the convention or conference hotel is appropriate, but not required. However, if the individual elects not to stay at the convention or conference hotel, reimbursement is limited to the lower of the actual or conference/convention rate. Should the rate of a conference hotel exceed market rates for the area, travelers are encouraged to stay in a non-conference hotel.
3. Under all circumstances, travelers should request the lower corporate or educational institution rate when available. Please see *Purchasing Policies and Procedures* for specific discount and booking rules.
4. Reimbursement requests must be documented by an original itemized hotel bill and receipt, and is limited to room and tax (if required), business phone calls and one personal phone call home (of reasonable duration, not to exceed \$10.00 per day) if away overnight, and fixed-rate

Internet service if necessary to complete University business. For travel within Florida, the sales tax exemption should be requested (see Section P below).

5. Normally, the University will not reimburse items and services such as dry cleaning and replacement clothing. If the individual is away for more than five days, reasonable laundry costs may be reimbursed if approved in advance by the appropriate Budget Manager.

6. Tips for valet, baggage handling, housekeeping, and other services are reimbursable as long as they are reasonable for the type of service provided.

K. Meals

To subsidize the cost of food while traveling on approved Stetson business (not including faculty members teaching in Stetson study-abroad programs), travelers may receive reimbursement in accordance with the following policy, and the information published by the U.S. Government General Services Administration (“GSA”), found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC:

1. Travelers may be reimbursed up to \$40 per day *or* for travel to more expensive cities, faculty or staff may be reimbursed up to the meals per diem set for the relevant city by the GSA, upon approval by the appropriate Budget Manager.
2. Reimbursement will not be provided when meals are covered by conference or registration fees. Conference schedules or related URL must accompany any requests for reimbursement related to conference attendance.
3. Meal expenses above and beyond the per diem will not be reimbursed without good cause and advance approval.

L. Entertainment

Entertainment is defined as meals, beverages, and event admission costs for non-employees deemed to be in the best interest of the University, e.g., local visit by a candidate for a position within the University.

Entertainment expenses may either occur while on travel or locally. Authority to incur entertainment expense must be properly approved in advance by the appropriate Budget Manager and documented by receipts and records indicating name(s) of guest(s) and justification for the expenditure.

Expenses incurred primarily for the benefit of University faculty or staff members are considered personal expenses and are not reimbursable. Business meals are allowable if the individual establishes that the meal is directly related to the active conduct of University business and they have been approved in advance by the Budget Manager. If the meal expense is incurred in connection with a substantial and bona fide business discussion, then it must be established that the expense is required for the active conduct of University business. The individual must substantiate the expense by including where the activity took place, who attended, and what was discussed. Expenses for business meals will not be allowed for food or beverages to the extent that such expense is lavish or extravagant under the circumstances.

M. Receipts

All claims for reimbursement of the expense items listed below must be documented by the original receipted bill or by a vendor-certified copy of the receipted bill. Photo copies, credit card receipts, or facsimile copies are acceptable only in unusual circumstances.

Transportation by airline, railroad, rental vehicle, taxi or limousine;

Parking and tolls (if more than \$10.00);

Accommodations for lodging;

Registrations (attach official printed receipt, or canceled check and copy of literature itemizing fees);

Supplies and miscellaneous expenses (e.g., a long-distance telephone charge that did not originate from a University telephone);

Meal receipts for entertainment purposes, which must include an itemization of food and drink consumed and the number of persons served (a summary credit card receipt is not sufficient documentation).

Any other item of tip or service expense that exceeds \$10.00 (all expenditures of this type should be fully explained on the Travel Expense Report.)

N. Submitting Travel and Expense Reports

Travelers must sign and submit their Travel Expense Report to the appropriate person no later than 30 days after the end of the individual's trip except that all travel for June must be submitted no later than July 15 due to the closing of the fiscal year. Reimbursement may be denied if the report is submitted late, especially if the report is submitted after the fiscal year has ended (June 30).

O. Cash Advance

In the unusual case where a cash advance is necessary, an employee can request by submitting a check requisition supported by a copy of the approved travel form. Please allow at least one week for processing. The cash advance must be cleared by reporting on the Travel and Expense Report and be documented by appropriate receipts.

Cash advances are to be reconciled via submission of the Travel Expense Report no later than 15 days after the end of the individual's trip. If the cash advance exceeded the actual expense incurred, the return of excess funds must accompany the Travel Expense Report. Expense advances not accounted for by cash within 15 days after the end of the trip may be deducted from the employees' paycheck provided the proper authority was obtained when requesting the cash advance. The individual may also be disqualified from receiving future advances.

To comply with audit standards, a cash advance normally should not exceed \$500, and cannot exceed \$1,000 without the signatures of both the Budget Manager and the Associate V.P. for Finance (DeLand campus) or Executive Director of Business Operations (College of Law). A cash advance normally will not be appropriate for items that can be covered with a University check or credit card.

P. Sales Tax Exemption

Travelers are expected to claim exemption from payment of state sales tax when possible. Tax exemption certificates are available in the Business Office and should be presented upon registration for lodging, car rental, and wherever else possible.

IV. Other Reimbursable Business Expenses

A. In General

In addition to travel, the University reimburses employees for other business-related expenses. To be reimbursable, the business expense must be approved in advance and must bear a direct relationship to the employee's position and responsibilities. In addition, in the case of any meal or entertainment expense, the person attending with the most senior title normally must put the expense on his/her expense report to facilitate review by a more senior person not attending. Examples of expenses eligible for reimbursement include the following:

- Reasonable professional dues or membership fees for professional associations directly related to an employee's job (reimbursement limited to one per year and not to exceed \$250 except at the College of Law with advance approval by the Dean of the College of Law);
- Reasonable office services while traveling (i.e., faxes, copies, overnight delivery/postage);
- Currency conversion fees;
- Business gifts of reasonable value with advance approval;
- Seminar fees/training classes with prior approval;
- Subscriptions with prior approval; and
- Reasonable expenses for condolence or recognition to the extent permitted by University guidelines on this subject, or otherwise approved by the appropriate Budget Manager.

B. Approval for Other Business Expenses

All check requests, credit card statements, or other forms related to payment or reimbursement must be approved by an authorized reviewer in the Business Office. The authorized reviewer is responsible for ensuring compliance with this policy and must verify that expenses are reasonable and meet the terms of this policy. In the case of grants, the Business Office will also verify the appropriateness of any expense based on grant terms and restrictions. Authorized reviewers may not authorize reimbursement of their own expenses.

V. Use of University Credit Cards

Please see the separate credit card policies for the College of Law and DeLand campuses as well as specific guidelines for Direct Pay Credit Card Procedures and Employee Reimbursement Policy
NOTE: The University purchasing card system is in a transitional process with the eventual goal to operate with a single credit card solution.

VI. Travel and Business Expenses for Non-Employees

Travel and business expense reimbursement for individuals other than University employees, such as guest speakers, consultants, and prospective employees are subject to these same guidelines,

including the requirement of advance approval. The University will not reimburse travel expenses for family, friends, or other guests of an employee on University business unless approved in advance in writing by the appropriate Vice President, Provost, or Director of Athletics or specifically provided for by a written contract of engagement.

VII. Non-Reimbursable Travel and Business Expenses

A. In General

The following expenses will NOT be reimbursed. The following list is not to be considered all-inclusive, and a rule of reasonableness will be applied by the appropriate Budget Manager.

Entertainment expenses for faculty and staff members when only faculty and staff members are involved and not otherwise justified as necessary travel or required for University business. Examples include but are not limited to one employee buying another lunch (even if University business is conducted during the lunch); a department head taking employees to lunch; office parties; etc. Exceptions may be recognized if specific advance approval is requested and granted, e.g., for approved recognition events such as a retirement, or when committee meetings are scheduled during the lunch hour and a meal is served on campus. These expenses typically should be built into a departmental budget and approved by the appropriate Budget Manager.

Repair or insurance of personal automobiles;

Home internet service;

Theft, loss or damage of personal luggage, property and effects or theft/loss of cash advance money;

Membership dues in private or social clubs, organizations, health clubs, gyms, and the like;

Political or charitable contributions;

Passenger insurance (flight insurance) or other non-compulsory insurance coverage, unless the policy specifically requires the insurance to be elected;

Personal credit card annual fees, interest charges or delinquency fees;

Day-care or babysitting fees for children;

Boarding or kennel charges for pets;

Fees for upgrades of air, hotel, or automobile or other mode of travel;

Golfing, green fees or golfing cart rental, unless part of approved development activity;

Personal grooming or spa services, such as barbers, nail services, hairdressers, massages and shoe shines;

Medicine or toiletries;

Movies (either in-room, in-flight or at the theater) and movie expenses, such as headphones on airlines;

Expenses for travel incurred by companions or family members, except as approved in advance, as noted above;

Expenses related to vacation or personal days while on a business trip;

Excess baggage charges, except as noted above;

Avoidable "no-show" charges for hotel or car service;

Tips exceeding 20%, and, in most instances, tips in addition to pre-applied gratuity; and

Parties and gifts for employees except, where provided for by recognition guidelines or otherwise approved by the appropriate Budget Manager.

B. Exceptions

The appropriate Vice President or the Director of Athletics has the sole authority to approve exceptions to this policy, in compliance with audit standards. Approved exceptions must be explicitly justified as beneficial to the University, must be justified in writing (and typically in advance), and generally require the recommendation of the individual's department head or supervisor.

C. Enforcement

Failure to comply with the policies pertaining to documentation of expenses in this policy will result in non-payment of expenses to employees, in addition to other possible consequences, as appropriate.

Adopted _____ ; updated _____.

Appendix A – Intercampus Distances and Rates

The following table contains the total miles, one-way, between each campus:

From / To	DeLand	Celebration	Tampa	Gulfport
DeLand	-	60	122	148
Celebration	60	-	66	92
Tampa	122	66	-	-
Gulfport	148	92	-	-

The following table contains the total reimbursement amount, one-way, between each campus at the current State of Florida rate of \$0.445 per mile:

From / To	DeLand	Celebration	Tampa	Gulfport
DeLand	-	\$26.70	\$54.30	\$65.90
Celebration	\$26.70	-	\$29.40	\$41.00
Tampa	\$54.30	\$29.40	-	-
Gulfport	\$65.90	\$41.00	-	-