

Florida A&M University Student Government Association 2018-2019 Academic Year



48th Student Senate Organization and Finance Committee Finance Manual

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Introduction

The policies and procedures outlined in this manual are a compilation of the rules and laws that govern the operation of Student Government Association (SGA) financial processes. Florida statutes, Constitution and Statutes of the Florida A&M University Student Body provide the authority and contain the laws that support these policies and procedures. These statutes must be strictly adhered to and will be vigorously enforced. Title VIII, chapter 700 of the System of Student Body Statutes, contains the finance codes, which may be found online at <http://sga.famu.edu> and defines the standards of financial accountability and fiscal management that the Student Government Association has established as an objective self-governance. The finance codes outline the budgeting and allocation procedures of Student Government Activity and Service Fee (A&S Fee) funding.

About the Activity and Service Fee Budget Office (ASFBO)

The purpose of the Activity and Service Fee Budget Office (ASFBO) is to provide support to the student leaders and the activity and service fee-funded entities at Florida A&M University. **ASFBO has** a focus on leadership and identity development, belonging and inclusion, civic engagement and participation, and financial responsibility and stewardship. The ASFBO staff advocates and support traditions, initiatives, and communities that benefit the student body. In addition to educating students on university policies and procedures, the office provides students the much-needed opportunity to create, design, and develop a working resume of experiences to succeed in life. The office is located on the second floor of the Student Government Association Building.

Appropriate Requests for Funds

It is recommended that the organization attends a Student Senate meeting if the certified student organization or university entity desires to use A&S Fees to supplement its standing funds to:

1. Produce an event on/off campus
2. Product a student program on campus
3. Go on an education-related trip or competition
4. Would like to have SGA sponsored apparel for their A&S Fee funded organization/entity

Overview of the Organization and Finance Committee (OFC)

A. Purposes:

1. To debate, amend, revise, pass, and/or reject measures pertaining to the Finance Codes section of the System of Student Body Statutes in conjunction with the Student Government Association Comptroller.
2. To handle budget revisions in conjunction with the Student Government Association Comptroller.
3. To approve all Appropriation Bills before being presented on the Senate floor.
4. To present a weekly account balance of the Senate Unallocated Account to the Senate upon request of any Senator.
5. To provide proper knowledge of funded agencies accounts.
6. To host a mandatory A&S Fee Workshop during the Fall and Spring Semester for registered organizations on campus.

B. The OFC Chairperson shall serve on the A&S Eligibility Committee as a voting member.

Types of Funding

The processes for procuring A&S funding for certified clubs and organizations/entities in strict adherence with the Finance Code of the Florida A&M University System of Student Body Statutes.

*These types of funding will be explained in further detail later in the manual.

The Student Senate has the authority to disburse A&S funds through:

A. The Annual A&S Fee Budget

1. The A&S Funding process, procedures, and timeline are outlined in Chapters 706.4 - 706.8 of the Finance Code of the Student Body Statutes the primary source of sustainable A&S departments that carries them through the year. This budget is created by the Annual A&S Budget Committee and must be approved by the Student Senate in the Spring semester of each year.
2. Clubs and organizations must be registered and certified with the Office of Student Activities for at least one year to received funding using this method.
3. Funding will not be disbursed until the Fall of the new fiscal year, July 1st to June 30th. If your department organization is seeking immediate funding during the current term, it is recommended that your department or organization submit a Special Allocation Request.
4. Approved amounts will be dispersed in percentages. 35% of the total amount will be dispersed in the Fall term, 35% of the total amount will be dispersed in the Spring term, and 30% of the total amount will be dispersed in the summer term (in the month of May). For revenue generating departments, disbursement patterns may vary.
5. If you are unsure of your department's status, please verify with the budget office prior to creating your budget request so that you know if this funding method meets your organization's needs.
6. When reviewing budget requests, the A&S Budget Committee (ASBC) and SGA Senate will consider criteria that judges, among other things: the effect of proposed events on the entire student body, the lifespan and prior participation of the requestor in student and campus life, the number of students within the requestor's entity, fundraising capabilities, and the nature of the request itself.

B. The Special Allocation Process:

1. There is a line item in the Annual A&S Budget labeled “Senate Unallocated” which includes the left-over funds not allocated that the Student Senate may vote to disburse to fulfill special allocation (funding) requests throughout the year for student clubs and organizations.
2. Clubs and organizations must be registered and certified with the Office of Student Activities for at least one year to received funding using this method.
3. Departments/Organizations will not be funded for any item that is already funded within the current fiscal year through the Annual A&S Fee Budget.
4. Registered and certified student organizations/university departments who may not have submitted a request through the Annual Budget process or who may have been denied A&S funds through the Annual Budget process, may submit a request as long as funds are available.
5. Departments/Organizations are only eligible to receive special allocations once per semester.

Department and Club/ Organization Funding Eligibility

- A. All student organizations seeking funding from A&S Fees must:
1. Be registered with the Office of Student Activities as a certified organization for at least a year.
 2. Ensure that all officers of the student organization and majority of its membership are A&S Fee paying students at Florida A&M University.
 3. Certified student organizations must keep accurate and complete membership rosters and provide these records to University officials upon request.
 4. Re-register with the Office of Student Activities annually if the organization wishes to continue being eligible for A&S funding.
 5. Identify two financial custodians, with at least one being a student.
 6. The organization must not have any judicial decision rendered against it or been suspended by any campus official in the past two years.
 7. Exhibit proof of continuous programming for the student body as a whole.
- B. All student organizations at the FAMU/FSU College of Engineering:
1. These student organizations are exempt from point 2 in the list above.
 2. These organizations must designate a financial officer who is an A&S Fee paying student at Florida A&M University to serve as custodian of the account.
 3. This student must ensure that A&S Funds received from the Student Senate are only distributed to A&S paying students of Florida A&M University.
- C. All university departments seeking funding from A&S Fees must:
1. Be established and function as a University department that serves the student population for at least one academic year.
 2. Provide a detailed itemization of its operating budget that identifies all funding sources and their respective funding amounts for the current and subsequent fiscal year.
 3. Exhibit proof of continuous programming for students (not including out of town trips which may or may not be open to the campus).

A&S Fee Recipient Responsibilities

As mandated by the Finance Code of the Student Body Statutes, special requirements of A&S entities that receive A&S funding include the following:

1. Certified student organizations must keep an accurate, and up to date membership roster and provide this information to Student Government upon request. This can be fulfilled through keeping an accurate roster through the iStrike portal.
2. Upon the allocation of A&S funds, the president or financial custodian shall be required to sign the following statement of understanding:

Statement of Understanding

i. The Understanding herein designated as (Name of Organization) fully understands the Student Government Finance Code which applies to all A&S Fees allocated through the SGA Senate, and that the undersigned will adhere to all procedures for expending said funds; and further that the undersigned understands that any violations of this said Finance Code will be prosecuted to the full extent of the law; Refer to Chapter 720.

3. All agencies, organizations, clubs, and other entities receiving A&S funds must credit said funding to the Student Government Association, regardless of the proportion or amount by placing the SGA Logo in/on any and all brochures, pamphlets, programs, posters, mailings, tickets to events, and advertisements. The following statement should also be included:
 - i. “(Name of department, club, or organization) is funded through the Activities and Service Fees, as allocated by the Student Government Association of Florida Agricultural and Mechanical University.”*
4. Please see the SGA Graphic Designer with your design so that the requirements above can be properly fulfilled. The SGA Logo may not be used by any department or organization without the approval of the SGA Director/ Coordinator

Prohibited Purchases and Actions

The Student Government Association and all specific entities funded by Activity and Service Fees must follow the Florida A&M University Purchasing Rules and Procedures. Prohibited expenditures of Activity and Service fees are classified as follows:

1. Funding of Social Greek Letter organizations (Sororities and Fraternities) and their auxiliary (e.g. Sweethearts, Interest Clubs, etc.) organizations including but not limited to organizations within the National Panhellenic Council; (Academic/Honor Societies that are represented by Greek lettering are not included.)
2. Funding of councils representing Social Greek Letter organizations, including but not limited to the National Panhellenic Council.
3. Direct or indirect financial support to a political candidate, political party, or political committee continuous existence as defined in Florida Statutes, Section 106.001. This statute shall by no means be interpreted as restricting the lobbying efforts of the Student Government Association exclusive of or in conjunction with the Florida A&M Office of Governmental Relations.
4. Subsidize dues of any organizations.
5. Alcohol and any illegal substance.
6. Use of Activity and Service Fees to raise funds, except for SGA sponsored concerts.
7. Booster Clubs or any fundraising entities.
8. Any No obscene, inappropriate, or offensive images or text may be displayed on any printed material purchased in whole or in part with A&S funds.

Be mindful that registered FAMU students cannot be charged a fee to attend or participate in any function or program that was financially supported by A&S funds.

The Student Senate does not support the allocation of funds towards the following items:

1. Payments of any kind not approved by SGA
2. Awards of any nature other than trophies, plaques, and certificates
3. Items or services for an event at a private residence
4. Personal gifts and personal use items of any kind, all purchases made must be for the official use by the organization or university department
5. Promotional items not being purchased in bulk and the cost per item is deemed excessive. All promotional items must be given out on a first come, first served basis
6. Decorative items for offices
7. Food may not be purchased for executive board meetings or any meeting or event with an expected attendance of fewer than 40
8. Gratuities/service charges

9. Facility rental for retreats or other events that is not within proximity to the university
10. Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
11. Payment of services rendered to a member of your organization or university department
12. Payment of services to a Florida State University or Tallahassee Community College employee
13. Contributions/donations to community programs
14. Raffle tickets and prizes
15. Insurance coverage of any kind for travel out of the country
16. Any past event or travel including, but not limited to: clothing, awards, and promotional items

Special Allocation Process in Detail

1. Each semester the Student Senate will announce the opening and closing dates for special allocations and the budget process through FAMU INFO and iStrike. All funding applications are made available at sga.famu.edu.
2. The certified student organization or university department must submit a special allocation request electronically via the SGA Website by Friday at 5:00 PM, at least 7 weeks prior to the day the A&S funding is needed to make purchases (not 7 weeks before the day of the event). If the application is not received in a timely manner, funds cannot be guaranteed at the requested time and are likely to be denied.
3. One of the established financial custodians seeking the special allocation and a faculty advisor should plan to meet with the Organization and Finance Committee within 7 days of the submission of its request for funds. Direct communication on exact day/time of the meeting will be sent by the Organization and Finance Committee Chair via phone call or email.
4. During this meeting with the representatives of the organization, the OFC will review the funding request and vote on whether the request will be heard on the Senate floor, remain in Committee for further review, or be denied. The organization or university department must submit the following items for review at the meeting:
 1. Three quotes for all vendor services to be used, including transportation companies (busses, rentals, flights), hotels, product vendors (t-shirts, plaques, trophies, banners, etc), food companies, venues, etc. Quotes are only needed for allocation requests that total to over \$5,000. If quotes over \$5,000 are not submitted with the allocation packet, the allocation request will be denied.
 2. Any event itineraries
 3. Any travel itineraries or conference schedules
 4. Lists of members names who will be attending any travel.
 5. SGA Graphic Request Form to have mandated content added to existing flyers/ advertisements
 6. Facility Request form for events that will be on campus
 7. Please note that all of these items are necessary for a request to be reviewed fully for feasibility before OFC votes for or against the approval of the request
5. Following OFC's approval of a request, a Student Senator will draft a Senate Appropriation Bill to put the request in the form of a Senate Appropriation Bill. The author of the Senate Appropriation Bill will need a copy of all items from the list above and will act as the Student Government point of contact for the organization or university department.
6. After its completion, the Senate Appropriation Bill will be submitted for a first reading (review only) at the following week's Senate Meeting. The Senate Appropriation Bill will

be placed on second reading at the next Senate meeting where the Senate can recommend or make motions to change the bill. The Senate will then vote to approve or deny the Senate Appropriation bill. A two-thirds (2/3) approval vote is needed for the Senate Appropriation Bill to pass.

After the Senate Appropriation Bill is approved on the Senate floor, the following steps must be followed to complete the Special Allocation Process:

1. Upon the approval of a request by the Student Senate, if there is a need to add, delete, or modify information essential to the A&S Fee distribution process, the club, organization, or department is required by Chapter 710.3.1 and 710.3.2 of the Finance Code to relay all financially/non-financially pertinent information regarding the distribution of A&S Funds to a member of the Organization and Finance Committee not to exceed (14) days to the appropriation of funds.
2. Please allow ten business (10) days for the final approval process. The Senate Appropriation Bill must be signed by the Senate President, who has five business days to do so. Afterwards, the Senate Appropriation Bill must be signed by the Student Body President, who has five business days to do so.
3. If the Student Body President vetoes the Senate Appropriation Bill, the bill will be placed on the ballot at the following week's Senate meeting for review. The Senate will vote on whether to override the Student Body President's veto with a two-thirds (2/3) vote or accept the veto's recommendation.
4. Upon completing the final approval process, the organization or university department will be contacted by the author or sponsor of the Senate Appropriation Bill.
5. The financial custodians of the organization or university department must meet with the ASFBO within five business days of contact. During this meeting, the final steps of the process will be completed. The financial custodians must bring all required documents in order to avoid any delays in the process.
6. Failure to uphold the above requirements shall result in the immediate cancellation of A&S Funds, as well as the termination of any work and effort made towards the completion of the distribution process.

Once all paperwork is submitted, the ASFBO will work in conjunction with the financial custodians of the organization or university department to process payments to ensure that the process is completed.

All approved requests from the Spring semester must be processed by the third week of May. The ASFBO will not work on the requests following the third week of May as it must prepare for the upcoming academic year.

SGA Based Funding Criteria Rubric

The following criteria and point system may be used by the Organization and Finance Committee during the Special Allocation Process to evaluate the base criteria for allocating club funding. This rubric will be used for Special Allocation Requests exceeding \$10,000. These criteria serve as a baseline for evaluation and additional factors may or may not be considered in determining the final allocation amount. These criteria were developed to provide increased transparency and objectivity and to fairly allocate funds to student clubs.

General Evaluation (20 Points Possible)

1= poor 2= adequate 3= average 4=good 5= excellent

Timeliness of Request

- 1pt: Request submitted less than two weeks prior to event, program or travel.
- 2pts: Request submitted two weeks prior to event, program or travel.
- 3pts: Request submitted three to four weeks prior to event, program or travel.
- 5pts: Request submitted is submitted five to six weeks prior to event, program or travel.

Benefit to Students

- 1pt: Benefits only the individual student with no plan to share information (i.e student is graduating).
- 3pts: Benefits the individual and the club with a demonstrated plan for how student will share the information with the club.
- 5pts: Benefits the individual, the club, and the college by showcasing FAMU in a positive light and/or collaborating with other clubs/departments.

Student/Club Support and Commitment

- 1pt: Club is relying solely on SGA funding and there is no process in place to ensure participant attendance or commitment.
- 3pts: Club engages in basic fundraising but there is a limited process in place to ensure participant attendance or commitment.
- 5pts: Club has fundraised specifically for this activity/event and/or club members made a person investment to ensure participation.

Quality of Request

- 1pt: Request is missing one than one piece of information
- 2pts: Request is missing one piece of information
- 3pts: Request is complete; however, it is missing substantial information, is vague or needs for information. Upon OFC review generated multiple questions and needs to follow up with requestor
- 4pts: Request is complete. Submission is relatively thorough, and enough information is included for the committee to discuss request without a need to follow up.
- 5pts: Very thorough rationale. Request includes detailed budget with amount raised through fundraising activities. Submission is free of errors and written professionally.

Special Allocation Request Scoring Rubric

Score	Eligibility Percentage
20	100%
16-19	80%
11-15	60%
6-10	40%
5 or less	20%
Total Score: ____	Eligible for ____% of request

A&S Fee Annual Budget Process

A. Overview

The Annual Budget is the primary means of allocating A&S Fees to certified student organizations, university departments, and other activities. This process takes place during the spring semester and involves the SGA Student Senate's allocation of funds for the next fiscal year.

The University Budget Director will determine in collaboration with the Vice President of Student Affairs the projected enrollment and projected collections and will estimate the amount of A&S Fees to be available during the following year consistent with the annual A&S budget process.

B. Activity and Service Fee Budget Committee Composition

The Activity and Service Fee Budget Committee (ASBC) will create the annual budget and submit it to the Student Senate for approval.

A&S Budget Committee (ASBC) shall be comprised of:

1. The Organization and Finance Committee Chairperson, who will chair the ASBC.
2. The Senate A&S Liaison, who will serve as the vice-chair of the ASBC.
3. The SGA Comptroller, who will serve as the recording secretary of the ASBC.
4. Five (5) student senators, with one from each academic class, appointed by the Senate President.
5. Five (5) students at large, with one from each academic class, who shall be subject to Senate approval, appointed by the respective class presidents.
6. The SGA Director and ASFBO Fiscal Assistant will serve as a non-voting ex-officio member of the ASBC.

C. Budget Request Preparation

1. Completed Annual Budget Applications should represent the organization's budget needs for the next fiscal year as accurately as possible.
2. Annual Budget Applications will be provided by the A&S Budget Committee (ASBC)
3. The deadline for submission of the Annual Budget Application is in last week of October annually. This deadline shall be advertised at least 30 days in advance in at least 3 campus-wide publications.
4. Budget requests submitted after the deadline will not be accepted, under any circumstances.

D. Budget Hearings

1. After submitting the Annual Budget Application, the organization will receive notice of their mandatory hearing with the ASBC at least three (3) business days prior. For student organizations, notice of budget hearings shall be given by the ASBC to the respective President and Advisor via the contact information provided on the Annual Budget Application. For university departments, notice of budget hearings shall be given by the ASBC to the respective Department Chair and Dean via the contact information provided on the Annual Budget Application
2. Clubs/Organizations and Departments who miss Budget Hearings on their designated date/time are subject to be denied funding in the Annual A&S Fee Budget for the fiscal year desired but may come before the Senate for Special Allocations in accordance with Chapter 706.1-point B.
3. The ASBC will use consensus style decision making for deliberations over requests and solidify all budgetary amounts with motions ending in a majority of members in favor signifying by the sign of “I”. Opposing members may signify by the sign of “Nay”. If the “I’s” have it, the motion will pass. If for any reason the “Nay’s” have it, the dollar amount in question will be revisited for further discussion.

E. Devising the Budget

1. The ASBC shall make necessary amendments to the individual budget applications/requests and line itemize all budgets to restrict spending to the original requested expense.

F. Approving the Annual A&S Budget

2. The ASBC shall present the Annual A&S Budget to the SGA Senate on or before the last week of January. The SGA Senate shall review, amend if necessary, and approve the Annual Budget.
3. Upon approval by the majority two-thirds (2/3) vote of the SGA Senate present and voting, the Annual Budget requires the approval and signature of the Student Body President. The Student Body President has line-item veto authority. Any vetoes must be submitted to the Student Senate within seven (7) business days. A line-item veto may be overturned by the SGA Senate by a two-thirds (2/3) vote.
4. The Annual Budget approved by the SGA must be presented to the University President, who has final veto authority over any line item or portion thereof within the budget.

G. Timeline for the Annual Budget Process

The following timeline is subject to change upon a two-thirds (2/3) approval vote by the Student Senate.

First Week of Fall Semester to Fourth Week of September	Advertise/Select ASBC members
Fourth Week of September	Annual Budget Applications are distributed
Last Week of October	Deadline for Annual Budget Applications
First Week of November thru Third Week of January	Annual Budget Interviews/Deliberations
Fourth Week of January	ASBC presents the Annual Budget to the Senate on or before the fourth week of January
Fourth Week of February	SGA Senate approves the Annual Budget on or before the fourth week of February
July 1	The allocated funds will be available at the beginning of the fiscal year on July 1

FAMU Procurement Services Vendor Relations

The Office of Procurement Services can be reached at (850)599-3203, Purchasing@famuedu.edu or online at FAMU.edu/Purchasing. Please contact Procurement if:

1. If your club or organization is looking to secure a vendor for travel, services, food, or other items to see if the desired vendor is already in the system
2. To check on the status of new vendor applications which can be found here: <http://www.famuedu.edu/index.cfm?Purchasing&VendorInformation>

It is best to check on the status of vendors in the FAMU system before you start your allocation process. For all new vendors, have them start the process as soon as possible if you wish to use their product or services.

Different Types of Purchase Orders

1. Blanket Purchase Order - this is used for multiple items of the same type. Only certain blanket purchase orders are being authorized at this time: food (other than catered services), arts and crafts, building materials, and party decorations.
 - a. If the organization goes over the blanket amount requested or purchased items of a different type (greeting cards, table cloths, and garbage bags purchased on a blanket for food) they will be required to cover the excess cost and/or cost of items not authorized. There will be no increase in the purchase amount after the blanket has been used. Increases must be approved prior to the purchase. Paperwork should be complete and submitted 20 days in advance.
2. Line Item Purchase Order - this is used when you can itemize a list of EXACTLY what you will be purchasing. Example: office equipment such as a printer. ALWAYS used for: office supplies, clothing and awards, T-shirts, plaques, trophies, catering services, facility rentals, equipment rentals, all printing orders, etc.
3. Contractual Service - A contractual service occurs when you hire an individual or company to provide you with a service instead of a commodity. Examples are speakers, entertainers, DJ's, and graphic designers. Student organization officers ARE NOT authorized to sign ANY contracts (they are not legal signatories for Florida State University). Therefore, a copy of the contract is uploaded to be reviewed by the SGA Director and FSU Legal Services.
4. Interdepartmental Requisition (IDR) - this is used for ON-CAMPUS vendors such as Metz. Submit a Purchase Request Form and select "Interdepartmental." Once the IDR is approved, it is emailed to you, so you can hand deliver or e-mail it to the on-campus vendor. Your funds will be deducted electronically. Most campus vendors will send the invoice directly to the SGA Accounting Office.

Travel Information

Travel Processes and Forms

Processes and Forms

- Travel Authorization (TA)
- Complimentary Travel Form
- Cash Advance Request (CA)
- Expense Report Reimbursement (ER)
- Payment Request Forms (PRF)

Time Frames for Forms Submission

Advance Registration (PRF):

- 10-20 business days prior to registration deadline
- Scan and email to traveldocs@famu.edu or fax to (850) 412-6602

Cash Advances:

- 10 business days prior to trip start date, with an approved TA
- Only 80% of allowable expenditures (hotels, means, per diem, mileage, and rental car) and must total \$200 or more to be approved

Travel Authorizations (TA):

Must be Completed and Approved prior to trip

All travel requires a TA in iRattler, which is an estimate of the money needed for the trip or a Complimentary Travel Form for no out of pocket expenditures. Requires Project Manager Approval of Dept. Manager Approval

Trip Information Must Include:

- Departure and Return Times
- Purpose of Trip
- Specific names of events to be attended
- Benefit to the University, which should not duplicate the purpose and should provide a clear statement of how the trip will benefit the sponsored project, FAMU, or the State of Florida - not the traveler.

Expense Report Reimbursement

Expense reports (ER) for “out-of-pocket” expenses, should be submitted for payment processing within 10 days of trip completion

Receipts on the Expense Receipt Header page must be attached to the ER in Travel and Expense module.

II. TRAVEL CLASSES

Class A and B must be more than 50 miles away from headquarters to claim meals & lodging.

Class A – Continuous travel of more than 24-hours away from headquarters.

Class B – Continuous travel of 24-hours or less involving an overnight absence from headquarters.

Class C – travel for day trips, not involving an overnight stay away from headquarters.

IV. TRANSPORTATION

****Must Use Most Economical Means to Travel****

Airfare

- Two hours, for travel time, is allowed prior to departure or after arrival for check in/out at the airport.
- A detailed itinerary and receipt are required – including class of fare.
- Justification required for flight changes.
- Travelers fly coach class or cheaper and purchase non-refundable tickets.
- Receipts are required for all baggage fees.

Rental Cars – Enterprise Rent-A-Car

- Make reservations by phone (877) 690-0064 or at <https://partner.rentalcar.com/stateofflorida/>.
- Provide valid employee identification card.
- Insurance is included in contracted rates. Additional Insurance should not be accepted.
- Justification required for upgrading from Compact “B” car.
- Justification required for use of other rental vendors.
- Fill up the car prior to returning to Enterprise (do not use ERAC fuel options).
- The department can use its discretion as to whether the use of the ERAC Plate Pass system (to pay tolls) is allowable.
- Use seatbelts and operate vehicle in accordance with laws and conditions.
- GPS is NOT a reimbursable expense.
- Hybrids are available for in-state rental. Include certification stating hybrid was deemed most economical means of travel.

- Preferred payment method: major credit card or P-Card (Debit Card can only be used at City locations and requires a copy of your utility bill, last two pay stubs and \$150 plus the cost of the rental).

Mileage

- Map Mileage - .445¢ per mile.
- "Map Mileage Most Frequently Used One Way From Tallahassee" form: www.famu.edu/fiscalAffairs/MAP%20MILEAGE.pdf
- If city is not listed on "Map Mileage Most Frequently Used One Way from Tallahassee" form, if in-state use FL Dept. of Transportation (FDOT) website: <http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewera.aspx> or if out-of-State, use Map Quest.
- Calculated city-to-city, not address to address
- Vicinity Mileage is travel within city limits – over 50 miles per day requires justification.
- Enter Map mileage and Vicinity miles as separate line items on expense report (Must Use Most Economical Means to Travel)

VI. CONFERENCES

- Traveler may not claim a meal allowance if the meals were included in the registration fee paid by the University; this applies even if the traveler decides not to eat the meals.
- "Continental breakfast", "banquets" and "brunches" are considered meals – at the conference.
- "Brunch" is breakfast and considered a meal.
- A "reception" or "gala" is not considered a meal. Submit the conference agenda with the expense report receipts.

VIII. Foreign Travel

- The Request for Foreign travel form must be approved before inputting a TA.
- Lodging will only be reimbursed based upon the original paid lodging receipts and only up to the maximum foreign lodging amount as specified in the US Department of State tables (see information on foreign travel at <http://www.state.gov/travel>)
- Currency converter for foreign exchange rates may be found at: www.oanda.com
- Itemized hotel receipts are required.
- Meal rates for foreign travel do not begin until the traveler arrives at the foreign destination and terminate when the traveler departs from the foreign country. Foreign Per Diem is not allowed – the standard meal rates may be used in lieu of lodging and meals.
- Foreign Incidentals are reimbursed in the same manner as domestic incidentals.

VIII. RECEIPTS

Incidental expenses not requiring receipts:

- Meals – traveler reimbursed at set rates.
- Taxi Fares – under \$25 per occurrence (maximum reimbursable tip of 15%).
- Parking Charges – under \$25 per occurrence.
- Tolls – under \$25 per occurrence.
- Portage – limited to \$1 per bag, per occurrence (5 bag maximum).
- Mandatory Valet Parking – limited to \$1 per occurrence and justification required.

Incidental expenses requiring receipts:

- Business calls/Internet use – include FAMU business purpose.
- Checked/ Excess baggage fees.
- Registration fees – include documentation (agenda and brochure) showing the date, location, amount of registration fee; and meals provided.
- Taxi Fares – \$25 or more per occurrence. (maximum reimbursable tip of 15%).
- Parking Charges – \$25 or more per occurrence
- Tolls - \$25 or more per occurrence.
- Passport/Visa fees – for official business.
- Laundry, Dry-Cleaning and Pressing – after 7 consecutive days of travel with an itemized receipt.
- Gas receipts for rental car.

XI. PHYSICALLY DISABLED TRAVELERS

When a physically disabled traveler incurs travel expenses in excess of those ordinarily authorized, and the excess travel expenses were incurred to permit the safe travel of that disabled traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary to ensure the safe travel of that individual.

Individual must have documented disability with FAMU Human Resources.