COE Office of Research
Orientation Guide for
Principal Investigators
2017–2018
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Introduction

The purpose of this guide is to outline grant-related policies and procedures specific to the College of Education and Florida State University, and it is intended to be of particular use to those faculty who are (and/or who hope to be!) principal investigators (PIs) on grant projects. Regardless of your role, we hope that you find the information in this guide valuable. In addition, information about Office of Research (OoR) policies and services may be found on our website: http://www.coe.fsu.edu/Research/COE-Office-of-Research. If you have any questions, please feel free to contact Russ Walker, Director, COE Office of Research (rwalker4@admin.fsu.edu or 645-9521).

1. PI Proposal Timetable

<table>
<thead>
<tr>
<th>Time Before Due Date</th>
<th>Task Outline</th>
</tr>
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</table>
| ASAP                 | • Consult with the Senior Editor and Grant Manager.  
                       | • If technology is involved, get cost estimates for technology, equipment, and website needs from the COE Office of Information and Instructional Technologies. OIIT can be reached via the ticketing system. |
| 6 weeks              | • Submit a draft of your proposal to the Senior Editor for review.  
                       | • If the research involves human subjects, complete the application here. |
| 4 weeks              | • Plan your budget with your Grant Manager. |
| 15 days              | • Finalize your proposal draft with the Senior Editor.  
                       | • Finalize your budget and budget justification and submit all final documents to your Grant Manager. |
| 3 days               | • Deadline! Final proposal with all required attachments is due from PI/OoR to FSU Office of Sponsored Research. |
| Agency Due Date      | • Office of Sponsored Research submits the approved proposal to the agency. |

**Note:** The above days are business days. Proposals are due completed to the Sponsored Research or Research Foundation Office by 9:00AM, three business days prior to the sponsor deadline.
Important Contacts
Robert Reiser, Associate Dean for Research, Suite 1100, Stone Building, 644-6885, reiser@fsu.edu

Brainstorming, Encouragement, and Executive Decision Making

Russ Walker, Director, Suite 1211, Stone Building, 645-9521, rwalker4@admin.fsu.edu

Feasibility, Logistics, Leadership Support, Staff Direction, and Customer Care

Katherine Yaun, Senior Editor, Suite 1211, Stone Building, 645-9543, kyaun@fsu.edu

Project Development and Proposal Editing

Jennifer Ramsey, Grants & Contracts Manager, Suite 1211, Stone Building, 645-9412, jramsey@fsu.edu

Preparation of Budget and Associated Forms, Proposal Submission, and Post-award Project Management

Katrina Gainous-Rivers, Grants & Contracts Manager, Suite 1211, Stone Building, 644-4005, kgainousrivers@admin.fsu.edu

Preparation of Budget and Associated Forms, Proposal Submission, and Post-award Project Management

Information Technology, Stone Building, 644-2094

Questions Related to Computer Equipment, Website Development, Multimedia Needs, and Other Technology-intensive Services

2. College of Education Policies Regarding Grant-related Activities

- PIs are encouraged to notify the COE Office of Research as soon as a contract or grant opportunity is identified. Ideally, very early in the process. However, we understand the faculty work schedule, and opportunities may pop up without much lead time. In these cases, proposals should arrive in the COE Office of Research 10 business days before a proposal deadline. This is recommended for several reasons:
  1. Rushed proposals may contain errors and could be easily rejected by governing agencies.
  2. Staff members need time to review the proposal for formatting and budget accuracy.
  3. It takes time to get all of the required signatures, and leaders like time to review the project. Authorizing signatures are needed from the PI, Department Chair, and Dean. Also, Co-PIs need to sign, along with their respective Department Chairs and Deans. (Note: Co-PIs from other colleges add complexity to the authorized signature process.)
  4. Prior to proposal submission, University Sponsored Research and the University Research Foundation have a hard deadline of 3 full business days for proposal review and final approval before authorizing submission to the agency. Proposals that are
submitted at the very last moment, inside this hard deadline, less than 3 business days before the agency due date, may miss the agency deadline.

- **If you are planning to buy out of a course, you must begin this process by requesting permission for the buyout from your Department Chair.** During the school year, a faculty member serving as a PI or Co-PI on a grant may buy out of a maximum of two courses, one course per semester or no more than two courses per school year.

- PI pay: An individual’s pay is limited to a maximum of 50% of the direct costs allocated in a grant.
- The College will not advance money to start work on a new project, even if the PI is confident that a contract or grant will get funded.
- For multi-year projects entering into the second or subsequent years, and where there is high confidence that funding is imminent, at the discretion of the Director, the COE Office of Research may provide an advance of up to a maximum of $10,000 to span funding between years.
- Contract and Grant travel advances are not allowed. Exceptional cases are reviewed by the Office of Research on a case-by-case basis. If you feel your situation warrants a travel advance, please contact your Grant Manager or the Director, Russ Walker at rwalker4@admin.fsu.edu or 645-9521.
- In general, grants should cover in-state tuition waivers. Academic Departments may elect to cover out-of-state tuition waivers.
- Consulting invoices must include:
  - Dates and description of goods/services provided
  - Quantity or amount of time
  - Price
  - Itemized travel costs—with supporting documentation/receipts
  - Nature of delivery or other particulars describing how the goods/services were sold/rendered to the University
- In addition to the OoR policies described above, the FSU Office of Research has a number of policies and procedures that must be adhered to. These are listed at http://www.research.fsu.edu/contractsgrants/.

### 3. Purchasing

#### 3.1 Purchasing Forms and Processes

Do not use personal funds for grant purchases. All purchases on projects must be approved and ordered/paid for by the COE Office of Research. This includes all interdepartmental/regular requisitions, and p-card purchases.

When a PI has a request for equipment, supplies, services or materials, the first step is to email the Grant Manager. The Requisition Request Form must contain a complete and correct description for each item or service required. Once the form is completed, it should be submitted to your Grant Manager. The request will be entered into OMNI provided it meets all of the purchasing requirements.
All procurement actions for commodities or contractual services from sources outside the University must be processed through the Purchasing Department using the OMNI Financials System unless specifically exempted as described below. Your Grant Manager will facilitate these requests. The requirements stated below apply to all purchases of commodities and contractual services regardless of the funding source. It is the responsibility of the COE Office of Research to provide the specifications, including delivery requirements and minimum vendor qualifications. It is the responsibility of the Purchasing Department to determine the price and secure the source of supply (vendor) for the purchase. Requisitioning departments shall never assume that their recommended vendor will be the vendor/contractor to whom the Purchase Order will be issued. The Purchasing Department reserves the right to select the vendor and determine the price based on the quality and quantity specified by the department. The department shall never assume that the vendor specified will be used. Upon receipt of a Requisition via OMNI, a Purchasing Agent will take one of the following actions:

- **Purchases of $6,000 or Less**
The Purchasing Agent may accept the price listed on the Requisition, apply a contract price, or seek competitive pricing.

- **Purchases from $6,000 to $15,000**
The Purchasing Agent will determine whether or not it is in the best interest of the University to secure competitive pricing, but will at all times determine, in his or her professional opinion, that the Requisition price is fair and reasonable before issuing a Purchase Order.

- **Purchases from $15,000 to $50,000**
Under most circumstances, the Purchasing Agent will attempt to secure competitive pricing by fax, email, written quotations, telephone, or a competitive solicitation. The turnaround time for securing written quotations normally will not exceed 3 to 5 days, depending on the circumstances. If a department believes that a commodity or service is available from only one source, or an emergency situation exists, justification in support of that belief must be entered in the Comments section for that Requisition. It will be at the sole discretion of the Purchasing Agent involved as to whether the sole source or emergency justification is accepted.

- **Purchases Exceeding $50,000**
Regulation 6C2-2.015, FAC, requires that all purchases exceeding $50,000 shall be competitively procured by the University Purchasing Department, except under certain circumstances as outlined in the Regulations and these policies and procedures. Requisitioning departments without specific delegated authority as listed **may not**, under any circumstances, issue bids without going through the Purchasing Department. The Attorney General has ruled that attempts to split items among different Requisitions to keep the total below the competitive solicitation threshold is unlawful.
• **Gift Cards of Any Dollar Amount**
Gift cards *not explicitly included* in the approved grant budget are now allowed. The process for purchasing gift cards is as follows:
  o You (the PI) request the gift cards from your Grant Manager at least two weeks before the date they are needed.
  o Your Grant Manager sets you up as an eligible recipient of an Employee Advance.
  o Your Grant Manager requests an Employee Advance for the purchase of the gift cards.
  o Your Grant Manager gets the Employee Advance check for the gift cards from Sponsored Research.
  o You get the Employee Advance check from your Grant Manager, cash it, and purchase the gift cards.
  o You must retain the purchase receipt and keep a log of all gift card numbers, recipient names, email addresses, signatures, and dates the gift cards were distributed.
  o You must submit the receipt for gift card purchase as well as the recipient log to your Grant Manager to be processed.
  o Gift Card policies and procedures can be found [here](#). These are the policies and procedures of the FSU Controller’s Office.

### 3.2 Prices from Suppliers
It is the responsibility of the Purchasing Department to obtain quotations from prospective suppliers. However, for budget purposes, a department may obtain cost information from catalogs, prior orders, or suppliers. The Purchasing Department is not bound to accept quotations secured by departments.

**Before any work is done:** All consultants need to be in our system as FSU Suppliers, and a Purchase Order needs to be in place.

• **Contracting Services/Consultants**
  o You (the PI) *must* inform your Grant Manager that you need consultant services at least *two weeks prior* to the consultant’s start date.
  o You *must* provide the consultant’s name and email address as well as the following information about the project and the consultant’s role in it:
    - **PURPOSE:** Provide a brief overview of the project.
    - **SCOPE OF WORK:** Provide an explanation of the consultant’s role in the project and what, specifically, the consultant will do.
    - **LOCATION OF WORK:** Provide the location where the consultant will be doing the work.
    - **DELIVERABLES AND DELIVERY SCHEDULE:** Provide a list of all of the consultant’s outputs/outcomes, including specific due dates or timeframes.
• **Contracting Services/Consultants Exceeding $10,000**

Any contracting service or consultant fee that costs more than $10,000 is subject to FSU’s competitive bid requirement or requires a Sponsored Research Exemption, found [here](#) on the Sponsored Research website. You (the PI) must speak with your Grant Manager to determine what steps to take for each. To meet the competitive bid requirement, you must obtain three written quotes for any contracting or consulting services for anyone not explicitly named in the approved grant budget. Each quote should consist of a detailed statement of work, contract manager, cost of service, and the dates of service. If it is determined that a Sponsored Research Exemption is appropriate, you must provide detailed justification as to why the exemption to the competitive bid requirement is being requested. Once such justification would be that the consultant was named in the grant and therefore is the only person qualified to perform the task or service. Your Grant Manager can help you complete the form for submission.

**Note:** As PI on a project, you cannot bind the University into a contract. A consultant or contractor should never be allowed to provide a service or deliver a commodity before a Requisition is prepared and a Purchase Order issued. The President, through the Senior Vice President for Finance and Administration, has delegated the procurement function to the Director of Purchasing. Any acquisition of a commodity or a service made before the Purchasing Department issues a Purchase Order may become the personal obligation of the individual obtaining the commodity or service. The Purchasing Quick Reference Guide can be found [here](#). These are the policies and procedures of FSU’s Procurement Services, which is a division of FSU Finance and Administration.

### 4. Basic Travel Information/Guidelines

#### 4.1 Travel Processes and Forms

**Travel Authorization (TAUTH) (Appendix A)**

- **You must complete this form prior to taking a trip.**
  - All travel requires a TAUTH in OMNI, which is an estimate of the money needed for the trip. The TAUTH amount is subject to change; the actual reimbursement amounts will be updated based on the receipts submitted upon the traveler’s return. Your Grant Manager approves C&G-related travel.
  - Submit the TAUTH form no later than 5 days prior to taking a trip.
  - Trip information must include:
    - Purpose of trip.
    - Specific names of events to be attended.
    - Justification for the trip. Indicate the 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, FSU, or the State of Florida—not state how the trip will benefit the traveler.

**Travel Card (TCARD)**
• On the TAUTH form, the PI may request that some expenses be paid directly using the TCARD rather than paying out of pocket and being reimbursed upon return.

• An example of some of these allowable expenses are:
  o Conference Registration
  o Hotel
  o Airfare

Note: Rental cars may be reserved and paid using the TCARD. Please speak with your Grant Manager about making arrangements.

**Travel Reimbursement Form (Appendix B)**

• “Out-of-pocket” expenses should be submitted for payment processing via the Travel Reimbursement Form within 10 days of trip completion.

**Authorizations**

• Once the OoR inputs your travel reimbursement information to OMNI, an expense report will be generated. You, as the traveler, must approve this report in OMNI. This certifies that all expenditures for the reimbursement are correct.

**4.2 Travel**

**Types of Travel Classes**

Travel classes identify the types of applicable time periods that a traveler may experience. This determines the applicability of expenses and per diem.

• Class A: Continuous travel of more than 24 hours away from official headquarters. Per diem and meals plus travel expenses are allowed.

• Class B: Continuous travel of 24 hours or less involving an overnight absence from official headquarters. Per diem and meals plus travel expenses are allowed.

• Class C: Travel for day trips, not involving an overnight stay away from headquarters. Actual travel expenses are allowed. For example, rental car and gas, or personal car mileage, but no per diem and no meals allowed.

**Definition of a Travel Day**

Twenty-four (24) hours consisting of four 6-hour quarters:

• 6 p.m. to midnight
• midnight to 6 a.m.
• 6 a.m. to noon
• noon to 6 p.m.

**Per Diem**

• Daily Per Diem: $80 per full day ($20 per quarter)

**Meal Allowances**

• Breakfast (travel begins before 6 a.m., beyond 8 a.m.): $6
• Lunch (travel begins before noon, beyond 2 p.m.): $11
• Dinner (travel begins before 6 p.m., beyond 8 p.m.): $19

Meal Allowances/Per Diem
• No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or within 50 miles of the official headquarters, except assignments of official business outside the traveler’s regular place of employment if such travel expenses are approved.

Sick/Injured
A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the University may continue to receive subsistence during this period of illness or injury until such time as he or she is able to perform the official business of the University or returns to his or her official headquarters, whichever is earlier.

Travel Expense
Travel expenses must be limited to those expenses necessarily incurred by the traveler in the performance of a public purpose authorized by law to be performed by the University and must be within the limitations prescribed by law. (Travel expenses of public employees for the sole purpose of taking merit system or other job placement examinations, written or oral, are not allowed.)

4.3 Transportation
Rental Cars
Enterprise/National Contract Provider: Make reservations by phone (877-690-0064) or at the FSU Rental Portal. Provide the state contract number—XZ55622 (Effective 9/30/2015 – 9/29/2020). RENTAL CARS—ECAR (economy) or Class B (compact).

• Failure to use the State contract for rental vehicles requires written justification. In the event you, as the traveler, fail to justify your use of other than a State contract, any additional cost will be borne by you.
• Justification detailing the necessity for a larger car other than Class B (compact size) must include some combination of the following: excess baggage, necessary equipment, and/or a large group traveling together. “More room” is not a reasonable justification for the additional cost.
• Hybrids are available for in-state rental; however, you must include certification stating the hybrid was deemed the most economical means of travel.
• Insurance is included in contracted rates.
• Fill up the car with the same amount of gas that you received it with prior to returning it to Enterprise/National (do not use fuel options).
• GPS is not a reimbursable expense.
• Please avoid using pre-paid toll equipment.
• Use seatbelts and operate the vehicle in accordance with laws and conditions.
• Paid itemized copy of rental agreement is required for reimbursement.
Air Travel

- A detailed itinerary with the ticket number and receipt are required—including class of fare.
- Travelers must fly economy class or cheaper and purchase non-refundable tickets (no flight insurance).
- Justification is required for flight changes.
- Receipts are required for all baggage fees.

Note: If you are issued an electronic ticket, you must request a receipt from the airlines or travel agency at the time of purchase, as one is not normally issued. Travelers will be charged $25.00 by the airlines for a receipt request after the travel is completed. You cannot be reimbursed for this charge.

4.4 Related Travel Expenses

Conference/Convention/Workshop—Registration Fee

- Submit “Agenda/Conference at a Glance” information with the Travel Reimbursement Form paid receipts.
- Show date/location of conference on the Travel Reimbursement Form.
- State if the fee was paid in advance on the Travel Reimbursement Form.
- You may not claim a meal allowance if the meals were included in the registration fee paid by the University; this applies even if you decide not to eat the meals. Continental breakfasts, lunches, and dinners (banquets) are considered meals. A reception is not considered a meal.

Lodging/Hotel/Motel—Paid Receipt Required

- Justification is required if nightly room rate exceeds $150 per night in-state and out-of-state (excluding taxes).
  - If the hotel was the conference hotel, simply state this on your reimbursement form and/or receipt.
- Lodging may only be reimbursed for the single occupancy rate.
- Requires an itemized receipt.
- Justify valet parking, if used.
- Justify phone calls and/or Internet use with the purpose of the business and nature of calls.
- Extraneous charges on hotel receipts will not be reimbursed (meals, movies, etc.)

Map or Vicinity Mileage

- Map Mileage must be taken from the official Florida Department of Transportation (FDOT) website. For out-of-state travel or if your city is not listed on FDOT, MapQuest can be used.
- Map Mileage is 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 Mileage as separate line items on the expense report (use only whole miles).

4.5 Incidental Expenses

Allowed expenses not requiring receipts:
• Portage charges, limited to $1 per bag, $5 total—list the number of bags.
• Mandatory valet parking for official business, tips limited to $1 per occasion.

Allowed expenses requiring receipts or other documentation:
• Registration fees—include documentation (agenda or brochure) showing the date, location, amount of registration fee, and meals and lodging included in the fee, if any.
• Gasoline/fuel charges—receipt required (only allowed for gas put into rental vehicles or University vehicles).
• Vicinity mileage for conducting official business.
• Parking charges per occasion—all receipts.
• Tolls—all receipts.
• Taxi/Uber fares—all receipts.
• Tips to taxi/Uber drivers—You may choose to tip, but reimbursement is limited to 15% of the fare. Indicate the tip amount on the receipt. (Use of car service for personal reasons, e.g., to go to dinner, is not reimbursable.)
• Travel agency service fees—paid receipt required.
• Passport and visa fees for official business.
• Traveler’s check fees for official travel expenses.
• Checked/excess baggage fees—paid receipt required.
• Telephone/Internet charges—receipt required—state business-related purpose.
• Laundry, dry cleaning, and pressing charges—travel must extend beyond 7 days and charges must be necessary for official business portion of the trip. Must have itemized receipt.
• Storage charges.

4.6 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 FSU Human Resources.

Completing Travel Authorization Request (TAUTH) and Reimbursement Forms—Points to Remember

Prior to traveling, each traveler must fill out a travel authorization request (TAUTH) at least 5 days prior to departure and provide the following:
• Purpose of trip.
• Specific names of events to be attended.
• Benefit to the State (should not duplicate the purpose of the trip, and should provide a clear statement of how the trip will benefit the sponsored project, FSU, or the State of Florida).
• Departure/return dates and times.
• Mode of travel.
• Lodging rates and number of nights (justification needed if room rate is over $150).
• Overseas air carrier—must use U.S. flag carrier, or submit justification with TAUTH.

4.7 Instructions for Completing the Travel Reimbursement Form (Appendix B)
Within 10 days of the completion of your travel, complete a Travel Reimbursement Form and return it with the required receipts to your Grant Manager to begin the reimbursement process, which can take up to 3 weeks. Upon completion of travel, the traveler must submit a Travel Reimbursement Form as noted below:
• Complete all information fields.
• Complete the “departure/arrival information” column. For example:
  1. 1/14/12 leave from Tallahassee to Atlanta 7:00 a.m.
  2. 1/17/12 arrive home from Atlanta to Tallahassee 5:30 p.m.
• Justification for a larger rental car when an economy or compact car is not used.
• Justification when mileage exceeds 50 miles/day.
• If mileage is being claimed, complete the personal car odometer reading. Mileage claimed will be divided into official map mileage and vicinity mileage. Official map mileage (city limit to city limit) will be obtained from the State of Florida Department of Transportation Official Highway Mileage Chart—all excess mileage will be vicinity mileage. All vicinity miles in excess of 50 miles will need to be justified by the traveler. The traveler will be reimbursed at a rate of $0.445 per mile.
• Justification for actual lodging expenses greater than $150/night.
• Justification for incidental expenses when appropriate (see 4.5 Incidental Expenses).
• Copy of agenda for all workshops, conferences, and trainings must be provided. If one is not provided, put this statement on the form so that it can be added to the OMNI expense report.

Submit the completed Travel Reimbursement Form along with all of the receipts to your Grant Manager so that OoR can complete an expense report.

After the expense report is prepared, the traveler will need to approve the expense report in OMNI or if the funding is for Research Foundation: sign, date, and return the expense report to the Grant Manager.

Every effort will be made to reimburse the PI as quickly as possible. PIs can help expedite this process by completing and returning the Travel Reimbursement Form and applicable aforementioned items within the 10-day window; providing any additional information that will help the Grant Manager better understand the travel expenses; approving, signing, and returning—by mail, email or in person—the Travel Expense Report (generated by OMNI and completed by the OoR).
Please call your Grant Manager whenever you have questions about a request for travel or the travel reimbursement process.

**Note:** If no reimbursement needed, please fill out the form found in Appendix C entitled No Funds Request.
Appendix A. Travel Authorization (TAUTH) Request Form

The Office of Research
At The College of Education

TRAVEL AUTHORIZATION (TAUTH) REQUEST FORM

DATE REQUESTED: __________________________

*OMNI PROJECT: __________ - - __________________________

*PI/PROJECT APPROVER: __________________________

TRAVELER INFORMATION

NON-EMPLOYEE at FSU? ______ If YES, please fill out the "FSU Non-Employee Profile" form along with below.

*TRAVELER NAME: __________________________

POSITION/TITLE: __________________________

*FSU EMPLOYEE ID: __________________________

*PHONE: __________________________

*FAX: __________________________

*EMAIL: __________________________

ADDRESS TO WHERE REIMBURSEMENT CHECK IS TO BE MAILED

*ADDRESS: __________________________

*CITY: __________________________

STATE: __________________________

ZIP: __________________________

TRAVEL INFORMATION

*PURPOSE OF TRIP: __________________________

*EXPLAIN BENEFIT TO THE STATE: __________________________

(This is not a benefit to the individual – it is the BENEFIT TO THE STATE.)

*DEPARTURE: __________________________ AM

FROM: __________________________

City/State __________________________

TO: __________________________

City/State __________________________

*RETURN: __________________________ AM

FROM: __________________________

City/State __________________________

TO: __________________________

City/State __________________________

*MODE OF TRAVEL:

[ ] Rental Car – COST $ ______ per day for ______ days

[ ] Other – COST $ ______

(Note: The reimbursable state rate for rental cars at this time is $25.55 per day with Enterprise/National (877-690-0064/State of FL: XZ55622); Class “B” compact car. You must provide justification for renting above this rate.)

*OTHER COSTS:

[ ] Registration $ ______

[ ] Lodging $ ______ per night for ______ nights; If over $150.00, justification needed:

[ ] Meals ($6/$11/$19) OR

[ ] Per Diem ($80/day) (*Note: Can only use if not reimbursing for lodging.)

[ ] Mileage @ $0.445/mile

[ ] Misc. Describe: __________________________

Please note any items that need to be purchased in advance by this office using the department TCARD. Thanks.

*Required Fields

1211 Stone Building · Tallahassee, FL 32306-4469 · (850) 644-0334 · Fax (850) 644-0332
### Appendix B. Travel Reimbursement Form

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
<th>OMNI PROJECT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>EMAIL</td>
<td>PHONE</td>
</tr>
</tbody>
</table>

ADDRESS (Where check is to be mailed, if you do not have direct deposit.)

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

**Departure Information (travel begins)**
- Date: ________
- Time: ________ am ________ pm
- From (City, State): ________
- To (City, State): ________

**Return Information (travel ends)**
- Date: ________
- Time: ________ am ________ pm
- From (City, State): ________
- To (City, State): ________

**MODE OF TRAVEL**

<table>
<thead>
<tr>
<th>Personal Car</th>
<th>YES ☐ NO ☐</th>
<th>Were you a passenger?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES ☐ NO ☐</td>
<td>YES ☐ NO ☐</td>
<td>Transportation Provided By: __________</td>
</tr>
<tr>
<td></td>
<td>*Mapquest or Google Maps will be used to calculate city to city mileage</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Air</th>
<th>YES ☐ NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Receipt required $ __________</td>
</tr>
</tbody>
</table>

**EXPENSES**

<table>
<thead>
<tr>
<th>Registration Fee</th>
<th>YES ☐ NO ☐</th>
<th>Tolls</th>
<th>YES ☐ NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES ☐ NO ☐</td>
<td>Receipt(s) required $ ________</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>YES ☐ NO ☐</td>
<td>Receipt required $ ________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parking Tax $ ________</td>
<td></td>
</tr>
<tr>
<td>Taxi/Shuttle</td>
<td>YES ☐ NO ☐</td>
<td>Taxi/Shuttle TIP YES ☐ NO ☐</td>
<td></td>
</tr>
<tr>
<td>Round Trip</td>
<td>One Way ☐</td>
<td>No more than 15% of total charge can be reimbursed. $ ________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Portage YES ☐ NO ☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of bags ($5 maximum reimbursement)</td>
<td></td>
</tr>
</tbody>
</table>

**LODGING**

<table>
<thead>
<tr>
<th>Name of hotel:</th>
<th>Receipt must have ZERO balance $ ________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room shared with: ________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Misc.</th>
<th>YES ☐ NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Receipt(s) required $ ________</td>
</tr>
</tbody>
</table>

**COMMENTS: ____________________________**

*You must provide justification for renting a car other than Enterprise/National or renting a car other than class “B”

Include all original receipts and photocopy them for your records.
If you attended a conference or convention, you **MUST** provide a meeting agenda.
Please submit all receipts for travel reimbursement within 10 business days of the last day of travel.

**Rates for reimbursement**
- Rental car - $25.55 in state, $31.50 out of state (must use Enterprise/National)
- Meals - $6 breakfast, $11 lunch, $19 dinner

Once your travel reimbursement is entered, you will need to review and approve the expense report in OMNI.
Please **review** it as soon as possible to avoid a delay in receiving your reimbursement.
Please call (850) 644-0334 with any questions.
Thank you!

Rev. 10/16
Appendix C. Travel—No Funds Request Form
(Someone else is paying for the trip.)

**COLLEGE OF EDUCATION**
**Florida State University**
**“NO FUNDS REQUESTED” TRAVEL REQUEST**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Travel Representative:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

**Purpose of Trip:**

**Destination:**
Department Chairs - Name of Acting Chair during your absence:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Departure and Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Date: Time:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date: Time:</td>
</tr>
</tbody>
</table>

Specify Source of Reimbursement (Agency):

Traveler’s Signature ______________ Date ______________
Supervisor’s Signature ______________ Date ______________
Director’s Signature ______________ Date ______________

_Faculty Request:_ Sign & approved by Department Chair. (Filed in Department travel file.)
_Department Chair Request:_ Signed & approved by the Dean. (Filed in Dean’s & Department travel file.)
_Dean’s Request:_ Signed & approved by the Provost. (Filed in Provost’s & Dean’s travel file.)

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Office of Research | College of Education
Appendix D. Traveler Checklist

TRAVELER CHECKLIST

_____ 1. Was the T-Auth processed prior to the trip being taken – if not is the justification memo attached along with the T-Auth Request Form and the Travel Reimbursement Form

_____ 2. The expense report must be processed within 10 days of traveler return

_____ 3. Attach all receipts and verify that receipts are legible

_____ 4. Verify amounts on the expense report. Make sure that all your expenditures are included on the expense report

_____ 5. Is there a justification for the larger rental car provided if needed

_____ 6. Is there a justification for the hotel being over $150 provided if needed

_____ 7. Is the agenda attached or the statement that one was not provided

_____ 8. Has the expense report been signed
Appendix E. Travel Representative Checklist

TRAVEL REPRESENTATIVE CHECKLIST

_____ 1. Was the T-Auth processed prior to the trip being taken – if not is the justification memo attached

_____ 2. Is the expense report processed within 10 days of the traveler return

_____ 3. Attach all receipts and verify that receipts are legible

_____ 4. Verify amounts on the expense report are the same as the receipts

_____ 5. Is there a justification for the larger rental car if needed

_____ 6. Is there a justification for the hotel being over $150 if needed

_____ 7. Is the agenda attached or the statement that one was not provided

_____ 8. Has the expense report been signed

_____ 9. Has the expense report been scanned into the system