

Concur Travel Expense & Reimbursement Policy

Exceptions to any of these policies need prior email approval from an EIO Administrator (Dean, Associate Dean, Assistant Dean, or Regional Director). Check the EIO Funded box on the Concur Report header and attach the email approval as a receipt image on your Concur Report.

Faculty and Staff

1. Employees must have an approved Request for institutional travel in advance when traveling on University Business whether or not travel expenses are reimbursable.
2. Travel expenses for University Business are reimbursable at the University established rates for allowable travel costs from the employee's work assignment location or home and return, whichever is less. In no case will travel expenses be reimbursed for travel that would otherwise be a normal commute from or to the employee's home or from or to the employee's primary work assignment location.
3. Overnight travels are approved only when an employee is unable to return home by midnight, must leave by 7:30 a.m., in the case of inclement weather, when a teaching assignment is in the same area the next day, or for health reasons. Individual exceptions can be requested through EIO.
4. Overnight travels need to be preapproved through the regional site and you must choose a hotel/motel recommended by Concur travel booking. If an alternative hotel/motel is chosen, then EIO will reimburse up to the equivalent rate of the recommended hotel/motel or the actual price of the booked hotel/motel, whichever is lower.
5. Faculty/staff members are strongly encouraged to use a Ferris Corporate Card for payment and must submit receipts in Concur for reimbursement of hotel/motel and parking. Any additional charges for accommodations are the responsibility of the traveler.
6. There is no meal reimbursement for single day trips. The reimbursement for meals during travel where at least one overnight is required will be paid at the rate of 75% of the full daily rate on the first and last day of travel and the full daily rate for all days in between. This reimbursement is NOT based on the times that you are traveling, as it was in the past. If a meal is offered as a part of travel (i.e. free continental breakfast at your hotel, or lunch at your conference/meeting), per diem will not be reimbursed for the provided meals.
7. Faculty/department must notify EIO of travel needs at least one week prior to the travel commencing.
8. Expense Reports will be processed and submitted in Concur once a month per a Disbursements Office Requirement – other arrangements can be made at the request of the employee. Reports must be submitted before “cash” (business related expenses that were paid out-of-pocket) and corporate card transactions have aged more than 30 days. Corporate card transactions that have not been expensed in Concur after 60 days are in violation of policy and if expenses are not submitted in a report within one week, cardholder will lose the privilege of using a corporate card.
9. “Cash” transactions, or reimbursable travel expenses paid for with personal funds (cash, check, money order, etc.), older than 90 days will not be reimbursed by EIO. Please remember *all expenses*

(reimbursements for multiple travels, corporate card transactions, cash/out-of-pocket transactions) should be on one report per month.

10. When traveling to advise at multiple locations, a detail log must be filled out and attached as a receipt to the Expense Report header.

Adjunct Faculty

1. Must have an approved Request for Institutional Travel in advance of the travel, when being reimbursed through Concur. Typically, mileage is paid through payroll. Travel under 20 miles one-way from work or home whichever is closer is not reimbursable and does not require approval. Contact the EIO regional office if you have questions.
2. Faculty being paid mileage through payroll/ mileage logs will be processed at the beginning of the semester. Payment will be added as a non-taxable item each pay period throughout the duration of the course.
3. Course related mileage will be reimbursed at the set FSU Academic Affairs Adjunct Mileage Compensation rate.
4. Meals are generally not included in any adjunct faculty travel.
5. Overnight travels are approved only when a faculty member is unable to return home by midnight, must leave by 7:30 a.m., in the case of inclement weather, when a teaching assignment is in the same area the next day, or for health reasons. Individual exceptions can be requested through EIO regional office.
6. Overnight travels need to be preapproved through the regional site and you must choose a hotel/motel recommended by Concur travel booking. If an alternative hotel/motel is chosen, then EIO will reimburse up to the equivalent rate of the recommended hotel/motel or the actual price of the booked hotel/motel, whichever is lower.
7. Faculty/department must notify EIO regional office of travel needs at least one week prior to the travel commencing.
8. Adjunct faculty must receive prior approval from an EIO Administrator (Dean, Associate Dean, Assistant Dean, or Regional Director) for course-related expenses that will require reimbursement. In the case that an expense needs to be reimbursed, faculty are required to use personal funds. Original detailed receipts must be submitted in a Concur Report to be reimbursed. This may include hotel/motel, parking, etc. Check the EIO Funded box on the Concur Report header and attach email approval as a receipt image on your Concur Report.
9. "Cash" transactions, or reimbursable travel expenses paid for with personal funds (cash, check, money order, etc.), older than 90 days will not be reimbursed by EIO.