

## Travel Guide

1. Student Affairs REQUIRES overnight lodging when driving an Avis vehicle over 500 miles.
2. Avis car rental (state contract)
  - The vehicle is automatically covered under the contract insurance. If involved in an accident, be sure to mark "business" under the purpose of the trip on the accident report.
  - Never use GPS or plate/sun pass. Always use money to pay tolls. Get a receipt!
  - Do NOT change the car rental agreement in any way (different car, discount, upgrades, GPS, etc.) This will negate the contract and insurance coverage.
  - You must use a compact car unless a different vehicle is approved by SGA Accounting Office.
  - Only the authorized driver is allowed to drive the Avis vehicle. In an emergency situation, the only allowable other driver would be a person 25 years or older with a valid driver's license.
3. Driving your own vehicle
  - The vehicle is covered under YOUR insurance. The university provides no insurance when you drive your own car.
  - Mileage is covered at 44.5 cents per mile.
  - Appropriate vehicle safety check should be done.
4. Reimbursable expenses (Receipts required)
  - Air travel to approved destination
  - Lodging (below \$150 including taxes). Be sure to have an itemized zero balance receipt.
  - Meals (either per diem or up to per diem rate)
  - Mileage at 44.5 cents per mile (if driving own car)
  - Gas (if driving Avis vehicle)
  - Parking, tolls, ground transportation (taxi, bus, subway, shuttle, etc.)
  - Conference registration fee (include agenda, registration payment, and receipt)
5. Non-reimbursable expenses
  - Meals included in the conference fees
  - Airlines charges for changes made for personal reasons
  - Car rental charges over the compact car rate unless approved
  - Operating expenses for personal vehicles
  - Traffic/parking violations or fines
  - Personal expenses (entertainment, transportation to and from nonbusiness activities (bars, golf courses, etc.), room service, etc.)
  - Tips or gratuities
6. ANY unauthorized expenditure

I understand and agree to follow the above instructions. I understand there may be risks involved with travel and knowingly accept these risks. I relive Florida State University and entities of any liability as the result of an injury or accident that may occur on this trip.

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Printed Name

Signature

Date

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Name of Organization