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.

Printed Name                                         Signature                                                  Date
______________________________________________________________________________
______________________________________________________________________________
Name of Organization