

2021-22 FSUTA Expense Statement

TRAVEL

- Find the lowest fare for air or ground transportation. Baggage fees and mileage to and from the airport are reimbursable. Auto mileage will be reimbursed at the IRS rate and cannot exceed the airline coach fare.
- Shuttle service is reimbursable. Taxi or another service is reimbursable only when no other transportation is available and less expensive than the shuttle rate.
- Airport and hotel parking is reimbursable but cannot exceed any available conference rate.

LODGING

- Half the rate of a double occupancy room is reimbursable but cannot exceed the conference rate if available. Single rate is reimbursable only with prior approval of extenuating circumstances.
- If travel by car extends hotel stay, each additional night will not be reimbursed.
- A maximum of \$7 a day for portage will be reimbursed.

TRAVEL EXPENSES/EVENT:

	MON	TUES	WED	THU	FRI	SAT	SUN
REGISTRATION							
BREAKFAST							
LUNCH							
DINNER							
LODGING							
SHUTTLE							
AIRFARE							
AUTO MILEAGE							
PARKING							
PORTAGE							
SUBTOTAL							

MEALS

- Itemized receipts must be submitted for all meals not provided at the event and cannot exceed \$80 per day or \$40 per meal, including tax and tip.
- Adult beverages will not be reimbursed,
- If travel by car results in extra meals, those will not be reimbursed.

REIMBURSEMENTS

- Claims must be submitted within 30 days after the month of claims incurring.
- Request for additional time to submit claims must be in writing and submitted with claims.

NON-TRAVEL EXPENSES

	DATE	ITEM	PURPOSE	AMOUNT
1				
2				
3				
4				

NAME

ADDRESS

SIGNATURE