



FAIE Travel Reimbursement **Form Instructions**

GENERAL INSTRUCTIONS:

- Please submit the Travel Reimbursement Form and receipts in one email to the Treasurer (see Board contact information on www.FAIE.org.)
- Please include your mailing address for the reimbursement check.
- Checks will be made payable to the institution or recipient.

- Meal allowances are based on state rates following this schedule:
 - Breakfast (\$6) - When travel begins before 6 a.m. and extends beyond 8 a.m.
 - Lunch – (\$12) - When travel begins before 12 noon and extends beyond 2 p.m.
 - Dinner – (\$19) - When travel begins before 6 p.m. and extends beyond 8 p.m.

- No allowance shall be made for meals, lodging, or per diem when travel is confined to the city or town or within 50 miles of the event.

ELIGIBLE REIMBURSEMENTS:

- Workshop Chairs and Moderators:
 - ½ night hotel room [including tax] the night before the workshop
 - 1 Dinner and 1 Breakfast at current state rates, see above. If the hotel provides breakfast, then breakfast allowance will not be provided.
 - Lunch is normally included in the workshop

- Board Members who must arrive early to set up State Conference:
 - ½ night hotel room [including tax] the night before the conference
 - 1 Dinner at current state rate
 - Lunch is included in the conference

- Guest Speaker
 - Reimbursement for travel
 - Full night hotel room the evening before the conference; if necessary
 - Meals as appropriate

- Board members and those formally invited to attend summer board meeting:
 - ½ night hotel the night before the meeting, if necessary
 - Reimbursement for travel (compare both methods and choose lowest cost option)
 - ✓ Rental Car: Check if your institution has a contract price. Keep receipts for gas.
 - ✓ Personal Vehicle: Use below link for official mileage between cities and multiple by \$.445 per mile*. This includes cost of gas: <http://www2.dot.state.fl.us/CityToCityMileage/viewer.aspx>.

- Travel Grant Recipients
 - Only applicable if not paid for by institution/business
 - Reimbursement for travel (compare both methods and choose lowest cost option)
 - ✓ Rental Car: Check if your institution has a contract price. Keep receipts for gas.
 - ✓ Personal Vehicle: Use below link for official mileage between cities and multiple by \$.445 per mile*. This includes cost of gas: <http://www2.dot.state.fl.us/CityToCityMileage/viewer.aspx>.
 - Hotel should be a conference hotel or nearest appropriate facility
 - FAIE will provide up to the awarded amount based on receipts received.
 - Meal allowances will be provided based on travel time. If meals are provided in the conference fee, those meals will not be compensated for by FAIE.
 - Registration Fee will not be covered for NAFSA Region VII conferences

*Florida statute 112.061 (7)3(d)1a

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0112/Sections/0112.061.html



FAIE Travel Reimbursement Form

Name: _____

Institution: _____

Home City: _____ Travel Destination: _____

Purpose: _____

Amount Requested (please, provide receipts):

Mileage/Car Rental: _____

Airfare: _____

Hotel: _____

Food: _____

Total: \$ _____

Check should be made out to my institution -OR- myself

Mailing address for check: _____

For Travel Grant recipients:

I attest I am not being reimbursed by my institution

Signature: _____ Date: _____

Approved by: _____ Date: _____