FSU | DIVISION OF UNDERGRADUATE STUDIES

TRAVEL
QUICK REFERENCE GUIDE

QUICK REFERENCE GUIDE | For UGS faculty and staff traveling on official University business

1. Request approval early

Request type or step	When to submit / timing
Standard requests	Submit the UGS travel request form **at least 4 weeks** in advance.
Complex requests	Submit **at least 6–8 weeks** in advance. International travel has additional advance registration and Concur requirements. Cash Advances for group travel are required to be at the Travel Office's level of approval in Concur at least 2 weeks from the travel start date.
Initial review	Allow at least 1-2 business days for your request to be reviewed. Additional documentation or review may take longer.

Important: DO NOT book travel or incur travel-related expenses until the required Concur Travel Request approvals are complete.

2. Plan travel and obtain approval before booking

- Discuss the trip with your supervisor and complete the current UGS Request to Travel form at least **four weeks** before the travel start date. Include the business purpose, event/meeting, dates, location, full departure and arrival times, estimated expenses, and any personal-travel dates.
- Attach any available conference/meeting, registration, hotel, airfare, and rental-car information, plus any required justification. Submitting the UGS form alone does not complete FSU approval.
- Send the request to the UGS Fiscal Manager to review business purpose and determine the appropriate funding. After approval, they will assign a UGS Travel Representative to assist with processing.

3. Book through approved methods

- Airfare must be booked through Lightning or FSU's contracted travel agency, Collegiate Travel Planners (CTP). Use Lightning for other reservations where available.
- Choose a practical, economical option. Use an FSU-contracted rental vendor when practical and reserve compact class unless a larger vehicle is justified. For domestic rentals through a contracted vendor, do not purchase optional insurance.
- Hotel rates above $225 per night may require justification; this is not a universal cap. Special limits may apply to certain events or funding sources. Ask before booking if unsure.

4. Keep records during the trip

- Keep the itemized hotel bill, rental-car receipt, booking confirmations, baggage-fee receipts, and receipts for every Travel Card (T-Card) charge.
- Keep the conference agenda and mark meals provided. Document mileage and the business route. Keep personal expenses separate and report significant itinerary or cost changes.

5. After returning

- Send supporting documents promptly, ideally within 2 business days: itemized hotel bill, applicable transportation/parking/baggage/rental-car receipts, conference agenda with meals marked, and mileage or personal-travel comparisons if applicable.
- Meal receipts are generally not required for meal-allowance claims. Gas receipts are not required for personal-vehicle mileage claims; rental-car fuel reimbursement is different.
- The traveler must review and submit their own Expense Report in Concur. A travel delegate may help prepare it. Keep original receipts until the report is fully processed.

Failure to follow the guidelines above may result in the request being delayed, denied, or not processed within the expected timeframe. **Need help?** Contact the UGS Fiscal Manager or designated travel representative. See the companion **Travel Procedures & Guidelines** document for detailed instructions and official resources.

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