

## USF Institute of Applied Engineering (IAE)

Policy Number: <b>500-01</b>	Supersedes: 500-01 Approved 11/6/2018
Approval: USF IAE BOD 04/17/2020	Subject: <b>Travel Policy</b>
Effective date: 04/17/2020	

### I. PURPOSE

This Policy addresses what funding may be used to fund IAE business travel. It also sets forth the parameters and procedures to ensure that travel costs incurred in conjunction with IAE travel are in compliance with Federal and State statute and regulations.

### II. POLICY

- A. It is the policy of IAE to pay or reimburse employees for all essential travel costs at predetermined rates. Administration of this policy will be on a conservative basis, and consistent with generally acceptable, reasonable, and normally applicable business expenses.
- B. Pursuant to USF Regulation 13.002, Direct Support Organizations and Health Services Support Organizations, and referenced Florida statute 1004.28, IAE may not use state funds for travel expenses.
- C. Travel and associated expenses accomplished in support of IAE federal contracts will be reimbursed according to the Federal Travel Regulation (FTR) published by the U.S. General Services Administration and any other restrictions called out in the contract.
- D. All other IAE travel and associated expenses will be reimbursed according to the restrictions set forth in Florida Statute 112.061 (Per diem and travel expenses of public officers, employees, and authorized persons; statewide travel management system).

#### Distribution:

- 1. IAE Board of Directors
- 2. Staff

Policy Owner: This policy was developed by the IAE Executive Director. Any questions regarding this policy should be directed to 813-974-6557.