

TRAVEL POLICY

FACULTY DEVELOPMENT GRANTS AND AWARDS

FOR EXPENSE REIMBURSEMENTS, ALL ORIGINAL RECEIPTS MUST BE INCLUDED WITH YOUR TRAVEL & BUSINESS EXPENSE REPORT. PERMISSIBLE EXPENSES ARE LISTED BELOW.

TRANSPORTATION:

Please Note: You are required to file a *College Business Authorization Form* and a *Travel Request* with your department and dean. These forms can be found on the FIT Human Resource website - <https://www.fitnyc.edu/hr/forms.php>. **For international travel, authorization is required from VP Oliva or AVP Grimes before travelling.**

Air/Rail Fare – Coach, Economy, or similar class. Only the most direct travel will be reimbursed. Please include your boarding pass with your paid receipt from the airline.

Arrival and Departure – It is expected that an employee will arrive at the destination on the day the official business starts and will return on the day the official business concludes. Exceptions can be made when the employee will be unable to make the last available transportation or when the departure time is 9:00 p.m. or later; and in cases when the employee is driving and the distance is between the site of official business and the employee's residence would cause employee to arrive after 11:00 p.m.

Taxi and Equivalent Service – Fares, plus tolls and up to 15% tips, will be allowed if no other public transportation is available.

Personal Automobile – Travel by personal automobile is reimbursable at the rate of 57.5 cents per mile.

MEALS:

Reasonable expenses for meals and gratuities are reimbursable when traveling on authorized college business but must not exceed *\$50 per day*. Only receipts translated into English/American dollars will be accepted. (<https://www.x-rates.com/>) Expenses for alcoholic beverages will not be reimbursed under any circumstances. Please note: FIT will not reimburse additional food costs if meals are included in the conference fee.

HOTELS:

Reasonable actual lodging expense while on college business supported by receipt will be reimbursed. Incidental expenses, such as room service, movies, laundry and dry cleaning, etc. will not be reimbursed.

EXPENSES SUCH AS MEMBERSHIPS, SUBSCRIPTIONS, CDs, DVDs, BOOKS, SUPPLIES, OR SHIPPING WILL NOT BE REIMBURSED.

For further questions, please call Celia Baez, x7-4064, or refer to the Employee Policy Manual published by FIT – Human Resources.