

CBRI and RCMI Internal Travel Policy and Procedures
10/04/24

***Please refer to the FIU Travel Website ([Travel - FIU Office of the Controller](#)) and the FIU Office of the Controller Travel & Other Expenses Manual @ [FIU Travel Manual](#)**

1. Any staff member managing travel will be required to annually complete the [FIU Travel Training](#) on FIU Develop, and e-mail certificates of completion or confirmation of completion date to Dr.'s Wagner, Hospital, and Morris.
2. Travel Coordinator's will generally be assigned as indicated below:
 - a. RP2: Celine Cámbara-Rincón @ ccambara@fiu.edu
 - b. All other RCMI/CBRI travel: Thelma Robles @ roblest@fiu.edu
 - i. IDC affiliated faculty and staff will CC Cinthya Silva-Cruz @ csilvacr@fiu.edu
 - c. If the Travel Coordinator requires reassignment to meet the Travel Policy deadlines, the newly assigned Travel Coordinator will reply to the Travel Authorization request.
3. The traveler will e-mail their assigned Travel Coordinator as soon as possible, but no later than 20 days before the first date of travel with the Travel Authorization Request Form (attached) completed.
 - a. Within 2 business days of receipt of the Travel Authorization Request Form, the assigned Travel Coordinator will:
 - i. review for compliance with current FIU travel policies, including travel dates, justification, etc., and verify the budget available;
 - ii. reply with pending questions required for the Travel Authorization (TA) or confirm receipt of a complete Travel Authorization Request Form; and
 - iii. submit the TA for approval.
 - b. Upon TA submission, the assigned Travel Coordinator will add the traveler to the [Travel Tracking Spreadsheet](#) and update daily as necessary.
 - i. The assigned Travel Coordinator will create a folder for each traveler and conference and upload all relevant documents to the [FIU-RCMI - Travel - All Documents \(sharepoint.com\)](#)
4. Within 24 hours of TA approval, the assigned Travel Coordinator will make reservations and pay conference fees.
 - a. The Travel Coordinator will schedule a brief Zoom meeting with the traveler to provide specific details required by the conference or meeting and pay the registration fee.
 - b. Once all reservations have been made, the assigned Travel Project Manager will send the traveler one e-mail with all related information and attachments.
SUBJECT: Upcoming Travel to *CONFERENCE NAME/DATES*
Dear Dr *NAME*.
Attached please find a copy of all your travel accommodations for your upcoming trip to *CONFERENCE NAME/DATES*.
(Attach all relevant travel conformations)
 - c. Two business days prior to travel, the assigned Travel Coordinator will forward the initial e-mail as a reminder and include "Have a safe and successful trip."
5. Reimbursements and Expense Reports - Expense reports must be submitted within 15 days of the return date of travel.
 - a. Within 24 hours of the return, the assigned Travel Coordinator will email the traveler requesting all receipts to submit their expense report.
Dear Dr. *NAME*,
Welcome back from your trip to *CONFERENCE NAME*. In order to process your expense report, please send me (*as applicable*):

- Baggage Claim Receipts
- Agenda, and please note any meals that were provided
- Hotel folio/receipt
- Car Rental or Uber, Lyft, Metro, Taxi receipts – these must include a map of route and starting and destination locations (e.g., HOME to MIA)
 - Gas, Tolls and parking receipts for car rental
- NOTE: Receipts for food are not necessary as travelers are reimbursed according to the FIU per diem rate.

You will be receiving your expense report through Docusign within 5 days of receiving all receipts so please look out for that e-mail and review and sign as soon as possible.

- b. Within 3 business days of receiving all receipts, the assigned Travel Coordinator will create an Expense Report and send to the traveler through Docusign for their signature. No other approval signatures are required.
- c. All receipts and documentation will be stored electronically in the SharePoint folder created for the traveler at the time of the TA (See action 2.b above). No hard copy prints of the receipts should be generated or stored.
- d. Within 24 hours of receiving the signed Expense Report, the assigned Travel Coordinator will submit the expense report and documentation.
- e. The assigned Travel Coordinator will e-mail the traveler with updates to their expense reports (submitted, approved, and paid) and update the Travel Tracking Spreadsheet accordingly.