

## ALLOWED

Lodging/Hotels/ Motel

Air Travel

Travel Agency Fee

Parking

Taxi and Taxi Tip

Automobile Rental

Gasoline for rental vehicles or FSU vehicles while used in Travel status (Never allowable for personal vehicles)

Conference/ Convention Registration fees

Telephone (Business use only)

Internet Services (Business use only)

### Questions?

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# The Florida State University Travel Card Quick Tips

## Activate Your Card:

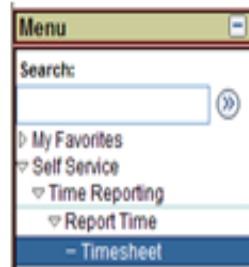


- Call the number on the sticker attached to the front of your T-card to activate your card.
- You may need an activation number to proceed.

Your activation number is either going to be:

- Your 16 digit credit card number (located on the front of the T-card ) or
- Your Employee ID (found on your OMNI HR Timesheet)

### OMNI HR Timesheet



Timesheet  
John Williamson  
Job Title: Accounting Specialist

EmplID: 000089999

Empl Rod Nbr: 1

## Travel Card Limits:

Limits	Standard	Increased Limits*
Per Transaction	\$2,000	\$5,000
Per Day	\$4,000	\$7,500

\*Need Dean, Director, or Department Head written approval

## Travel and T-Card Job Aids:

<http://control.vpfa.fsu.edu/Travel/Travel-Job-Aids>

## Sign up for our classes:

Travel & Expense

Travel Card Training

Course: OMNI-TE-1589

Course: OMNI-TE-2589

## Tax Exempt Certificate:

<http://www.vpfa.fsu.edu/control/forms/printonly/salestaxcert.pdf>