



**Florida Center for Nursing**  
**Quarterly Board of Directors Meeting**

**Thursday, September 18, 2025**

**South Florida State College**

600 West College Drive

Avon Park, FL 33825

**Mission:**

The Florida Center for Nursing is established to research and address issues of supply and demand for nursing, including issues of recruitment, retention, and utilization of nurse workforce resources.

**Vision:**

The health care needs of the residents and visitors of Florida are met by a competent and sufficient nursing workforce.

**Values:**

Accountability	We commit to deliver on the Florida Center for Nursing's statutory goals to the nursing profession, the residents, and visitors of Florida.
Integrity	We practice high ethical standards through interpersonal and interprofessional relationships.
Respect	We cultivate collaborative partnerships that promote access for everyone.
Courage	We take bold risks to create innovative best practices to advance the nursing profession.

The Florida Center for Nursing is proudly headquartered at the University of South Florida College of Nursing

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## Business Meeting Minutes

Business meeting called to order and roll call conducted at 9:00 a.m.

### Attendance

FCN Board of Directors in Attendance:

Ms. Kristina Cloversettle, (virtual), Ms. Julianne Colle, Ms. Suzanne Depew, Dr. Mary Anne Enns, (virtual), Dr. Michele Heston, Ms. Joanne S. Hoertz (virtual), Dr. Robert Keiser, (virtual), Dr. Louisiana Louis, Dr. Jacqueline Munro, Ms. Monica Puga (virtual), and Dr. Leslie Rogers.

Excused: Dr. Robin McGuinness

Quorum established: yes

FCN Staff: Dr. Rayna Letourneau, Ms. Ana Sanchez, Ms. Lucette Cardona (virtual) and Ms. Vincenza Shaw (virtual)

Guests: Florida Board of Nursing Ms. Amanda Gray and Dr. Sherrie Sutton-Johnson. South Florida State College Nursing Students and Faculty.

Recorder: Ms. Lucette Cardona

### Opening

South Florida State College (SFSC) President Fred Hawkins welcomed the FCN Board of Directors and staff to the college. President Hawkins introduced various members from the college's senior leadership team.

Florida Center for Nursing Board members introduced themselves to the SFSC students in attendance.

Dr. Heston introduced representatives from the Florida Board of Nursing and opened the floor for students and faculty to ask questions. The floor opened for students' questions facilitated by Dr. Sherry Sutton Johnson and Ms. Amanda Gray Key topics: Applying for NCLEX best practices, NCLEX test preparation.

Informational.

*Meeting break at 9:49 a.m.*

*Meeting resumed at 10:10 a.m.*

Dr. Heston provided an overview of the two events that took place on 9/17/2025 with presentations by Dr. Letourneau. The first presentation, South Florida State College Future Nurses Forum: NCLEX, Careers, and Well-Being was for SFSC students and the second, Heartland Nursing Workforce Forum: Data, Dialogue, and Action was for community members of the Heartland Florida region.

Informational.

## **New Business**

### **1. Approval of June 18, 2025, Minutes**

Motion to approve June 18, 2025, FCN Board of Directors meeting minutes by Dr. Louisana Louis. Seconded by Dr. Jacqueline Munro.

Approved unanimously. Motion carried.

### **2. FCN Committee Business**

#### **a. Bylaws Committee**

Current policies were reviewed and revised as needed.

1. FCN Board of Directors Appraisal of Executive Director Performance policy was reviewed (see Appendix A). No edits were recommended.

Motion to approve the FCN Board of Directors Appraisal of Executive Director Performance Appraisal policy as written by Dr. Leslie Rogers. Seconded by Dr. Louisana Louis.

Approved unanimously. Motion carried.

2. FCN Board of Directors Attendance policy was reviewed (see Appendix B). No edits were recommended.

Motion to approve the FCN Board of Directors Attendance policy as written by Dr. Leslie Rogers. Seconded by Julianne Colle.

Approved unanimously. Motion carried.

3. FCN Board of Directors Ethics policy was reviewed (see Appendix C). No edits were recommended.

Motion to approve the FCN Board of Directors Ethics policy as written by Dr. Jacqueline Munro. Seconded by Dr. Louisana Louis.

Approved unanimously. Motion carried.

4. FCN Board of Directors Media Relations policy was reviewed (see Appendix D). No edits were recommended.

Motion to approve the FCN Board of Directors Media Relations policy as written by Dr. Louisana Louis. Seconded by Ms. Suzanne Depew.

Approved unanimously. Motion carried.

5. FCN Board of Directors Meeting policy was reviewed (see Appendix E). Dr. Letourneau recommended minor grammatical edits.

Motion to approve the FCN Board of Directors Meeting policy with edits by Dr. Louisana Louis. Seconded by Dr. Jacqueline Munro.

Approved unanimously. Motion carried.

6. FCN Board of Directors Mission, Vision, Values policy was reviewed (see Appendix F). Dr. Letourneau recommended minor grammatical edits.

Motion to approve FCN Board of Directors Mission, Vision, Values policy with edits by Dr. Leslie Rogers. Seconded by Dr. Louisana Louis.

Approved unanimously. Motion carried.

7. FCN Board of Directors Travel policy was reviewed (see Appendix G). Dr. Letourneau recommended minor grammatical edits.

Motion to approve the FCN Board of Directors Travel policy with edits by Dr. Louisana Louis. Seconded by Dr. Jacqueline Munro.

Discussion regarding what to do if travel needs to be canceled. An additional procedure item to address if authorized travel is canceled was added to the policy.

Dr. Louis rescinded the previous motion to allow amendment of the travel policy.

Motion to approve the FCN Board of Directors Travel policy as amended by Dr. Louisana Louis. Seconded by Ms. Joanne Hoertz.

Approved unanimously. Motion carried.

#### **b. Performance Appraisal Committee**

On behalf of the FCN Performance Appraisal Committee, Dr. Mary Anne Enns presented the performance appraisal process and results for the appraisal of Dr. Rayna Letourneau, FCN Executive Director, for fiscal year 2024–2025.

Motion to accept the Performance Appraisal Committee recommendation to rate Dr. Rayna Letourneau as “exceeds expectations” for review period of July 1, 2024 through June 30, 2025 by Dr. Mary Anne Enns. Seconded by Dr. Leslie Rogers.

Approved unanimously. Motion carried.

Motion to move to approve an increase in the Executive Director’s stipend by 3% for fiscal year 2026, covering the period from July 1, 2025, through June 30, 2026, in recognition of the demonstrated leadership and strategic impact on the Florida

Center for Nursing's mission and statewide initiatives by Dr. Louisana Louis.  
Seconded by Dr. Robert Keiser.

Approved unanimously. Motion carried.

**c. Finance Committee**

On behalf of the FCN Finance Committee, Dr. Robert Keiser provided an update. The FCN continues to operate in alignment with USF policies and remains in good financial standing. The Finance Committee is scheduled to meet in January 2026 and will provide further information following that meeting.

Informational.

**d. Research Committee**

On behalf of the Research Committee, Dr. Jacqueline Munro reported no updates at this time. The next meeting is scheduled for November 13, 2025.

Informational.

**3. Strategic Planning**

Dr. Rayna Letourneau provided an update and overview of the Statewide Strategic Plan for 2026–2028.

Informational.

**4. NCLEX Special Codes**

Dr. Letourneau provided an overview of the National Council Licensure Examination (NCLEX) Special Codes, discussing the various codes in use and their impact, with particular attention to the number of Special Program Codes used in 2024 and related pass rates compared to the national data.

Representatives of the Florida Board of Nursing provided additional information and discussion on the Special Code usage.

Informational.

*Meeting break at 11:53 a.m.*

*Meeting resumed at 12:35 p.m.*

## **5. Review of current workforce trends and the Florida Health Care Workforce Projections 2022–2037 Report.**

Dr. Letourneau presented an overview of the *Florida Health Care Workforce Projections 2022–2037* report.

The report examines Florida's health workforce, analyzing current trends to project future workforce needs with data gathered by one of the leading experts in workforce modeling, GlobalData.

*Florida Health Care Workforce Projections 2022-2037* analyzes the supply and demand for the following occupation groups: physicians, advanced practice providers, nursing, allied health, and select occupations from 2022 to 2037. Data from the state's health workforce provide greater context for future projections. Key findings from the report regarding Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) adequacy in the State of Florida were reviewed.

Informational.

## **6. Florida Board of Nursing (FBON) update**

Ms. Amanda Gray, Executive Director of FBON and Dr. Sherri Sutton-Johnson, Director of Nursing Education, provided updates pertaining to nursing regulation issues at the state level.

Informational.

## **7. Executive Director's update**

Dr. Letourneau provided a quarterly update on ongoing strategic initiatives and the report release timeline.

The FCN Nursing Education Program Survey launched on September 3, 2025 and will close on October 27, 2025. The nursing education program report is scheduled for release on January 10, 2026.

Dr. Letourneau highlighted that FCN's expertise has been recognized by Senator Harrell, who is expected to visit FCN in October 2025, and invited Board Members to share any questions or concerns to relay to the Senator.

Dr. Letourneau provided an overview of the following strategic initiatives: the Frontline Nursing podcast, monthly professional development webinars, the Well-Being Advisory Board, the Great American Teach-in 2025, the "NCLEX Now!" campaign, and the new initiative being developed to provide a learning infrastructure for the nurses and future nurses of Florida.

The Florida Center for Nursing is collaborating with the Association of Practical Nurse Educators of Florida (APNEF), to present the 2025 annual conference titled, *Cultivating Competence: The Future of Practical Nursing Education*. FCN and

APNEF have designed this two-day professional development conference to enhance the knowledge, skills, and instructional practices of practical nursing educators across Florida.

Informational.

#### **8. Chairperson's update**

Chairperson, Dr. Heston, expressed gratitude on leading the Florida Center for Nursing.

Informational.

#### **9. Directors' updates**

Directors provided updates regarding topics that are pertinent to their specialty areas as well as geographic locations. Items discussed included:

- Academic-practice partnerships
- Florida Organization of Nurse Leaders (FONL) 2025 annual conference
- Accreditation milestones for organizations
- Community engagement efforts

#### **Upcoming Quarterly Full Board of Directors Meeting**

Wednesday, December 10, 2025 at the University of South Florida, Tampa, FL.

Motion to adjourn at 2:38 p.m. by Dr. Michele Heston. Seconded by Dr. Louisana Louis.



## Appendix A

**Board of Directors****Appraisal of Executive Director Performance Policy**

**Purpose:** FCN Board of Directors will evaluate the FCN executive director based on the role and responsibility associated with the statutory requirements of 464.0195.

The FCN, headquartered at University of South Florida College of Nursing (USF-CON), will be led by a faculty member from USF-CON. The faculty members will be evaluated per the academic evaluation model as required by USF-CON. Additionally, the FCN board of directors will evaluate the productivity and deliverables for the faculty member in the role of executive director as identified by the statutory requirement, s. 464.0195.

The role and responsibilities of the FCN executive director exceed the typical responsibilities of teaching, scholarship, and service of faculty in a typical academic role. Hence, it is recommended that a stipend be established and issued to supplement the faculty base salary for the appointed FCN executive director. The performance evaluation will be done in conjunction with an annual salary review.

**Procedure:**

1. The Board of Directors assumes responsibility for the annual performance review of the executive director, and the determination of the rate of compensation of the executive director.
2. A performance appraisal committee consisting of two Board of Directors members will oversee the annual review process and serve as the Executive Director's performance appraisal committee.
3. The executive director performance appraisal committee will solicit information from other board members. Additional information may be solicited from FCN collaborators from other agencies, key stakeholders, and staff.
4. A summary performance evaluation report will be prepared by the committee and reviewed by the Board of Directors.

Effective Date: 3/21/2023

Reviewed: 09/18/2025





## Appendix B

**Board of Directors****Attendance Policy**

**Purpose:** This policy is intended to support the full participation and contribution of all Board directors. All Board directors receive a copy of this official policy. The policy is reviewed once a year and maintained in each director's file. The terms for attendance and associated termination of Board directors are in accordance with this policy.

**Definition of a Board Attendance Problem**

A Board attendance problem may arise if any of the following conditions exist regarding a Board Director's attendance to Full-Board meetings:

1. The director has one un-notified absence ("un-notified" means the director did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they were unable to attend).
2. The director has two notified absences in a fiscal year.

**Response to a Board Attendance Problem**

1. If the Board notices a Board attendance problem with a director, the Board Chairperson will contact the Director within one week to discuss the problem.
2. The Board Chairperson will share the director's response with the entire Board within one week.
3. In the next Board meeting, the Board will decide what actions to take with a 2/3 majority vote.
4. If the action taken is termination from the Board, the Board Chairperson will promptly initiate a process to notify the Governor's Appointment Office and request a new Board director.

Effective Date: 3/14/2024

Reviewed: 09/18/2025



## Appendix C

**Board of Directors****Ethics Policy**

**Purpose:** The purpose of this policy is to guide toward the highly ethical behavior of each Board member in their roles and responsibilities as a Board member in this organization.

**Adherence to Following Behaviors**

As a Board member of the Florida Center for Nursing (FCN), I will:

1. Know my role and responsibilities as a member of the governing Board of Directors.
2. Do my best to be informed of the FCN's operations that can have significant effect on Board members and other stakeholders of the FCN.
3. Always strive to contribute my best judgment in carrying out my role, including provision of opinions and information during Board deliberations and decisions.
4. Avoid conflict of interest in appearance or in application – my actions as a Board member will always be first and foremost for the benefit of the FCN.
5. Adhere to all Board policies included in the FCN Policy & Procedure Manual.
6. Follow the ground rules for Board meetings as formally agreed upon by fellow Board members.
7. Respect the values and perspectives of fellow Board members and staff of the FCN.
8. Represent the FCN in the most positive image when interacting with stakeholders.
9. Adhere to the decisions made by the Board – I will avoid public disagreement with decisions, recognizing that all Board members must “speak with one voice.”
10. Notify the Board Chairperson of suspected or actual occurrence of any unethical behavior.

Effective Date: 3/21/2023.

Reviewed: 09/18/2025



## Appendix D

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### Board of Directors Media Relations Policy

**Purpose:** The intents of this policy are to a) consistently present unified and accurate information to the media, including, but not limited to reporters, free-lance writers, funders and members of collaborating organizations; b) ensure that the most qualified Board member or staff presents the information to the media; and c) cultivate courteous and respectful relationships with media personnel.

Board members and staff have a duty of loyalty to the Florida Center for Nursing. This includes an expectation that members and staff present accurate, favorable information about our operations, programs, and services. There is a wide variety of occasions where Board members and staff may interact with the media. It is not practical to define guidelines for every occasion and contingency. However, the following are the principal guidelines that address most occasions:

#### Procedure:

1. The FCN Executive Director approves content of press/media kits, standard talking points and other communications (pictures, videotapes, etc.) before it is conveyed to external stakeholders.
2. Content will always be in reference, in wording and in nature, to our branding, including our preferred image and our logo, and to our mission, vision, and values. Additional points in reference to the FCN's current operations or events will be approved.
3. The Executive Director or designee will be the only designated spokesperson(s) for the organization, unless either of these two persons explicitly permits other organizational personnel to communicate with media. Other organizational personnel who are contacted by media personnel will promptly refer media personnel to the Executive Director.
4. FCN personnel interacting with media will always be in their best appearance and language, for example: in dress, communications style, and positive attitude about the organization.
5. On occasions where media personnel are persistent and referrals to the Executive Director are not immediately practical (for example, in the event of a health or facility emergency), organizational personnel will always be respectful, and consistently and concisely focused on the most obvious and verifiable facts.

Effective Date: 3/21/2023

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## Appendix E

## Florida Center for Nursing Meetings Policy

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**Purpose:** The purpose of this policy is to define the meeting structure of Board of Director meetings hosted by the Florida Center for Nursing.

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### Procedure:

1. Board of Directors meetings will be held quarterly ~~- and as needed in the Tampa Bay region.~~
2. This meeting will be offered in-person and all board members are expected to attend. Accommodations for a hybrid format may be requested at least 30-days prior to the scheduled meeting.
3. Two months prior to the scheduled meeting, the FCN Executive Director or designee will send an email notification with the meeting date, time, and location.

4. Board members must confirm their attendance ~~- and notify FCN staff if hotel accommodations are needed.~~

- ~~1 night hotel accommodation to arrive the day before the meeting, or~~
- ~~2 night hotel accommodation for the night before and the night of the meeting~~

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~~5. The FCN administrative assistant will book appropriate hotel reservations and email the hotel confirmation within 2 business days of reservation being made. All other travel accommodations must be made by the individual Board member.~~

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~~6. Travel receipts must be submitted to the FCN administrative assistant for reimbursement within 30 days of the meeting.~~

~~7~~5. A reminder email will be sent 2 weeks prior to the meeting.

~~8~~6. The agenda and meeting materials will be sent to the Board members 1 week prior to the meeting.

Effective Date:3/21/2023

Reviewed: ~~xx/xx~~09/18/2025

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## Appendix F

**Board of Directors**  
**Mission, Vision, Values Policy**

**Purpose:** The purpose of this policy is to establish a process for review and revision of the Florida Center for Nursing's mission statement, vision statement, and core values.

**Procedure:**

1. The FCN Board of Directors will conduct an annual review of the mission, ~~and vision~~ and values (MVV) statements to determine if revisions are needed.
2. If it is determined that revisions are needed, the Executive Director will add the discussion to a Board of Directors meeting agenda that will be sent to members in advance of the meeting.
3. Board members will discuss and suggest revisions during the meeting and vote using voting procedures outlined in the bylaws.
4. Changes in mission, vision, and values will be identified in meeting minutes with the outcome of the vote.
5. The official mission, vision, and values of the FCN will be listed on the official website, ~~Web site~~, as well as other locations where mission, vision, and values are appropriate to be presented and visible.

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Effective Date: 3/21/2023.

Reviewed: ~~XX/XX~~09/18/2025

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## Board of Directors

### Travel Policy

**Purpose:** The purpose of this policy is to identify domestic travel procedures funded by the Florida Center for Nursing (FCN). Travel can take place for reasons including, but not limited to, business meetings, professional development, conference presentations, training, and nursing workforce and educational site visits.

#### Procedure:

1. The individual Board Director will complete the USF College of Nursing's pre-travel authorization request form. ~~The only exception is for BOD quarterly meetings for which the FCN staff will submit the pre-travel authorization request form.~~ Procedures will be followed as identified in USF College of Nursing's standard operating procedure (SOP) number FIN-001 (see attachment).
2. Once travel is authorized by ~~the FCN Associate Director~~ the University of South Florida, ~~the FCN Senior Administrative Assistant staff~~ will notify the individual Board Director (or their designee) and the Board Director (or their designee) may begin making their travel arrangements.
3. For all authorized travel the individual Board Director is responsible for making their own travel arrangements, including conference registration fees, transportation, and lodging. These arrangements must follow USF's travel guidelines.
4. All travel expenses must be submitted to the FCN ~~Administrative Team~~ via [flcenterfornursing@usf.edu](mailto:flcenterfornursing@usf.edu) within 30 days to be reimbursed.
5. ~~If authorized travel is canceled, the individual Board Director will notify the FCN via flcenterfornursing@usf.edu.~~

Effective Date: March 5, 2025

Reviewed/Revised: 09/18/2025



## Attachment I

University of South Florida College of Nursing. Standard Operating Procedure. Travel.

### STANDARD OPERATING PROCEDURE



Business Office  
SOP No: FIN-001  
SOP Title: Travel Procedure

SOP Number FIN-001  
SOP Title Travel Procedures - Domestic

	NAME	TITLE	SIGNATURE	DATE
Author	Michael Melanson	Fiscal & Business Analyst		
Reviewer	Jean Vaccaro	Manager, Fiscal & Business Administration		
Authoriser	Jessica Gelabert	Assistant Dean, Finance & Administration		

Effective Date:	3/17/2022
Review Date:	3/17/2023

READ BY			
NAME	TITLE	SIGNATURE	DATE

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**STANDARD OPERATING PROCEDURE****Business Office****SOP No: FIN-001****SOP Title: Travel Procedure****1. PURPOSE**

This SOP covers all domestic college travel regardless of funding source.

**2. INTRODUCTION**

Travel in the College of Nursing can take place for many reasons including professional development, conference presentations, training, etc.

**3. SCOPE**

This covers domestic travel. For foreign travel, all steps apply but there are additional requirements.

**4. DEFINITIONS**

When appropriate, a list of definitions should be included for terms used in the SOP. Acronyms and abbreviations should be explained at the point of use within the SOP and not listed in this section.

**5. RESPONSIBILITIES**

Travel Coordinator – processes all travel paperwork submitted by traveler.

Traveler – responsible for submission of all travel documents prior to expenses being incurred and after trip completion, for submission of all expense receipts.

**6. SPECIFIC PROCEDURE**

For all travel that is for In-Person Attendance, a “**Pre-Travel Authorization Request Form**” must be completed and submitted in advance **at least 4 weeks prior to your initial travel date**. This lead time is necessary to secure all appropriate approvals.

Submit the completed and unsigned “**Pre-Travel Authorization Request Form**” including the conference agenda, directly to [con-finance@usf.edu](mailto:con-finance@usf.edu).

A designated Travel Coordinator in the Business Office will process the form. The completed form and documentation will be sent via DocuSign to the traveler and the traveler’s supervisor for signatures.

Once the completed form and documentation has been signed by all parties and returned to the Travel Coordinator, along with the funding source and the appropriate chartfield, all information will be entered into the Archivum system to secure final approval and a Travel Request (TR) #. Once the Travel Request (TR) # has been issued, the traveler will be notified and may begin making reservations and payments.

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## STANDARD OPERATING PROCEDURE



Business Office

SOP No: FIN-001

SOP Title: Travel Procedure

**USF business travel must always be approved in advance.** Do **not** pay for any expenses, airfare, conference fees, lodging, etc. until you have been notified that an approved Travel Request (TR) # has been issued. (You may, however, **without paying**, register for the conference and/or make lodging reservations at any time.) Any payments made prior to approved travel may jeopardize reimbursement.

All travel expenses must be submitted **within 30 days of the last travel date** to [con-finance@usf.edu](mailto:con-finance@usf.edu)

**Registration**

Prepayment of registration fees for conferences, conventions, formal meetings, seminars and workshops is often required or advisable. Pre-payment should be via **Pcard** (an authorized university purchasing card). Someone will be available in the Business Office on Thursdays, should you want to register and have them pay the registration fee with a **Pcard**.

The traveler may also pre-pay or pay on site and request reimbursement.

**Airfare**

Airfare reservations should be made using any commercial airline. It requires the most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. USF Travelers will be reimbursed for all airline fares in economy and coach, or equivalent classes.

If airfare exceeds \$500 for North America (including Puerto Rico and US Virgin Islands), documented airfare comparisons from an aggregator showing the full range of fares across carriers are required to be completed at the time of booking and included in the Receipt Package.

If the airline used charges additional fees for checking baggage, USF Travelers will be reimbursed for up to a maximum of two (2) bags. A receipt is required for each baggage expense claimed over \$25.\*

USF does not pay for cancellation or change fees for airfare unless there is a valid business reason for the change. Any additional charges for changing flight plans due to personal reasons or for the convenience of the Traveler will be borne by the Traveler.

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**STANDARD OPERATING PROCEDURE****Business Office****SOP No: FIN-001****SOP Title: Travel Procedure**

If a traveler chooses a multi-destination or otherwise circuitous air route for personal reasons, or chooses to drive to a long-distance destination rather than flying, the traveler will be reimbursed only the amount that round trip airfare to and from the business event would have cost. Any additional expenses incurred for personal travel should be paid out of pocket rather than prepaid on PCard. In such cases, the traveler is responsible for pulling comparable airfare--prior to the travel--showing the range of fares available, if only the round-trip business fare were being purchased.

**Domestic Lodging**

For domestic lodging, justification in Archivum Travel is required if the nightly hotel cost per person (including taxes and fees) exceeds \$250.

If the hotel cost exceeds \$250 and is the conference or convention location, "conference hotel" may be used as justification in Archivum.

Domestic lodging will be reimbursed at the single occupancy rate unless a room is shared by multiple USF travelers resulting in a cost savings to the University.

- An itemized lodging receipt showing zero balance due must be included with the Receipt Package sent to Travel.

**Car Rental**

University employees in need of a rental car for official business are required to use the State of Florida contract with Avis Budget Group. The Avis AWD code A113400 or the Budget BCD code T417600 must be provided at the time of reservation and pick-up and it is the responsibility of the traveler to ensure that the contract terms are applied. Avis and Budget contract rates are available for both in-state and out of state rentals.

The terms of the contract are inclusive of fees and provide collision/loss damage waiver insurance and reasonable daily price points. To avoid incurring unallowable expenses, all travelers on USF business should use the contracted vendors whenever possible.

USF allows for the rental of compact class cars. An exception to the vehicle class rule is allowed when the car is shared with other USF business Travelers or when transporting materials or equipment; business justification must be provided in Archivum Travel.

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**STANDARD OPERATING PROCEDURE****Business Office****SOP No: FIN-001****SOP Title: Travel Procedure****Other Ground Transportation**

Receipts are required for all ground transportation. This includes limos, taxis, Uber and Lyft. Maximum tips for reimbursement cannot exceed 18%.

**Incidentals**

Actual incidental expenses incurred while on USF business will be reimbursed. While it is strongly advised that receipts be obtained whenever possible, receipts are always required for PCard expenses and for all out of pocket incidental expenses over \$25.

Travelers should use the most efficient and economical available parking. In Tampa, that would be the Economy lot.

Portage will be reimbursed at \$1 per bag, with a maximum of \$5 per incident. Receipts are not required for portage.

A receipt is required for the following expenses and should be included with the Receipt Package:

- ☐ Supplies for events (Limit \$100)
- ☐ Services (Limit \$200)
- ☐ Communication expenses (phone calls, internet access, fax needed for business purposes)
- ☐ Photocopies needed for business purposes

**Domestic Meals**

Domestic Travelers will be paid meal allowances pursuant to F.S. 112.061 (6) (a-c) as follows:

Breakfast	\$6
Lunch	\$11
Dinner	\$19
Total for day	\$36

Meals for first and last days of Domestic Travel are based on times of departure and return. On first and last days, travel must begin before 6am and extend past 8am to qualify for breakfast; begin before noon and extend past 2pm to qualify for lunch; and begin before 6pm and extend past 8pm to qualify for dinner.

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**STANDARD OPERATING PROCEDURE****Business Office****SOP No: FIN-001****SOP Title: Travel Procedure**

Deductions from the meal allowance will be made for any meals provided or included in a conference registration.

There is currently no meal reimbursement for one day travel not involving an overnight stay.

**Grant Funded**

Faculty attending conferences or presenting research will be reimbursed consistent with the appropriate grant provisions. Contact Earle Trott @ [etrott@usf.edu](mailto:etrott@usf.edu) for assistance.

**7. FORMS/TEMPLATES TO BE USED**

Pre-Travel

Authorization Request

Pre-Travel Authorization Form:

**8. EXTERNAL REFERENCE**

University of South Florida Travel Website: [Travel \(usf.edu\)](https://travel.usf.edu)

**9. CHANGE HISTORY**

SOP no.	Effective Date	Significant Changes	Previous SOP no.
FIN-001	3/17/2023	Initial version	N/A

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