

ADMINISTRATIVE PROCEDURES

Title: OUT-OF-DISTRICT TRAVEL	Identification: 6.00
	Page: 1 of 4
	Effective Date: March 27, 2001
Authority: SBE 6A-14.0247; 6A-14.0262 FS 112.061; 240.319	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure establishes guidelines for Out-of-District Travel Reimbursement. Out-of-District travel is defined as travel outside the boundaries of Hillsborough, Pasco, Pinellas, Manatee or Polk counties, or where the travel involves more than one day.

PROCEDURE

Payment Of Travel Expenses

Travel expenses can be paid with an advance of funds before the trip (advance) and then as a final reimbursement after the trip or they can be paid in a final reimbursement after the trip. The traveler is not required to obtain an advance, but he/she is required to reconcile and make final settlement of all expenses after the trip. The traveler will only be reimbursed for official College business travel.

Completing Required Forms

The "Before the Trip" section of the Travel Form (0-0-017, dated 3/27/01) is to be completed prior to the trip. Complete Line 11 if an advance is requested.

A request for an advance should be supported with documentation to support all amounts being advanced. If an advance is to be paid directly to the vendor (e.g., a hotel, registration), then a check request is also required. If an advance is to be paid directly to the traveler, then no check request is needed.

An agenda used to support the allowance for meals should be provided with the Travel Form.

The Travel Form and all supporting documentation must be submitted to the Budget section of the Accounting Department ten (10) business days prior to the trip date. The Budget section will review the account numbers (fund, department, sub-account, location numbers) provided on the Travel Form to ensure availability of funds. A travel advance for a future trip will not be processed if there are outstanding travels from past trips which have not been reconciled and returned to the College. This also includes any travels which have been reconciled and returned and a refund due to the College has not been paid.

Appropriate approvals are required before the trip is to be taken and must be shown on the spaces provided on the travel forms. The traveler cannot approve his/her own travel.

ADMINISTRATIVE PROCEDURES

Identification: 6.00	Page: 2 of 4	Effective Date: March 27, 2001
--------------------------------	------------------------	--

Out-of-country travel must be approved by the College President prior to the trip being taken.

The Travel Form and all supporting documents should be reconciled and returned to the Accounts Payable section of the Accounting Department within ten (10) business days after the travel is completed. This is accomplished by completing the "After the Trip" section of the Travel Form and providing all required receipts.

In case of refunds to the College, excess advanced amounts are to be promptly returned to the Bursar Office and the original Bursar's receipt received by the traveler sent to the Accounts Payable Section. To return these funds, the traveler needs to provide the appropriate account numbers to the Bursar Office at the time of payment. The account numbers consist of the fund, department, subaccount and location numbers as shown on the initial Travel Form used by the traveler.

No receipt is required for an expense of \$10.00 or less. No reimbursement will be made for tips, gratuities or alcoholic beverages. No reimbursement will be made for registration fees for purely social functions (i.e., a social function that is outside of the appropriate registration fee). Also, no reimbursement will be made for a fee for a spouse.

Reimbursable Expenses

1. Mileage

Mileage is based on the actual number of miles to and from the traveler's assigned work site. This includes travel outside of regular office hours. (Yahoo.com can be used to verify the number of miles.)

2. Airfare

Airfare can be billed directly to the College or to the traveler. If the College is to be billed, the person making the reservation should immediately contact the College's Travel Accountant who will then approve payment. Reservations should not be made until the travel forms have been approved and the Budget Section has verified that funds are available. If the traveler is to be billed, then payment will be made directly to the traveler when the original receipt is received by Accounts Payable.

3. Rental Car/Bus

Rental car expense and bus expense will be reimbursed upon receipt of an original receipt.

4. Lodging

Lodging will be reimbursed upon receipt of an original detailed hotel receipt.

ADMINISTRATIVE PROCEDURES

Identification: 6.00	Page: 3 of 4	Effective Date: March 27, 2001
--------------------------------	------------------------	--

5. Registration

Registration will be reimbursed upon receipt of an original receipt.

6. Meals

Meals are based upon actual dates and times of day the traveler departs and returns. No receipts are necessary.

7. Tolls/Parking/Shuttle/Taxi

No receipt is necessary for tolls, parking, shuttle, or taxi expense under \$10.00.

Other Information

1. Per-Diem Reimbursement

Per-Diem reimbursement means that a flat rate is reimbursed to the traveler in lieu of actual expenses for lodging and meals; no receipts are necessary. This type of reimbursement is available for both domestic and foreign travel. Domestic Per-Diem is for travel within the continental United States (48 contiguous States and the District of Columbia), excluding in-district travel (i.e., within Hillsborough, Pasco, Pinellas, Manatee, and Polk Counties). The Foreign Per-Diem is for travel outside the continental United States.

2. Corporate Travel Card

A corporate travel card can be issued by a credit card company to staff members who frequently travel for the purpose of charging official college travel expenses. Payment of charges to the credit card company is the responsibility of the individual cardholder. Balances accumulated on individual cards must be paid in full upon receipt of a monthly statement from the credit card company. Submission of the traveler's travel forms to the Accounts Payable Section within ten days after the trip will normally provide reimbursement in sufficient time for payment of the credit card statement.

The card may be used only for official travel expenses. If you charge a greater amount than permitted by Florida Statutes you will only be reimbursed by the College for the official amount.

3. Tax Exemption Status

To help ensure lodging expenses are exempt from Florida taxes, submit a Check Request in the name of the hotel and a check will be made payable to that hotel. The

ADMINISTRATIVE PROCEDURES

Identification: 6.00	Page: 4 of 4	Effective Date: March 27, 2001
--------------------------------	------------------------	--

Corporate Travel Card can also be used to pay for your lodging. A copy of the College's Tax Exempt Certificate must be presented to the hotel at the time of payment. This certificate is available from the Accounting Department. Hotels outside the State of Florida generally do not accept the College's exempt status and therefore charge tax.

History: Formerly 5.003 A