

ADMINISTRATIVE PROCEDURES

Title: IN-DISTRICT TRAVEL	Identification: 6.01
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	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 In-District Travel Reimbursement.

PROCEDURE

Reimbursement for In-District Travel is for one-day trips taken within Hillsborough County or to immediately adjoining counties (Pasco, Pinellas, Manatee and Polk).

Report expenses on the In-District Travel Expense Form, 0-0-021 (3/27/01). This form must be received by the Accounts Payable section of the Accounting Department no later than 10 business days following the month of travel. Report each month's expenses on its own form.

Amounts \$25.00 or less are reimbursed by the Bursar's Office. Amounts above \$25.00 are reimbursed by the Accounts Payable section.

No receipt is required for an expense of \$10.00 or less.

Reimbursable expenses are:

- 1) Registration fees paid out-of-pocket (provide receipt).
- 2) Parking, shuttle, taxi and tolls (no receipt needed when \$10.00 or less)
- 3) Mileage based on the number of miles to and from the assigned work site. Use the mileage chart on the back of In-District Travel Expense Form. For any point not referenced, use the most direct route and report total actual miles.
- 4) Meals when the purpose of the travel is in adjoining counties.

A meal is reimbursable within Hillsborough County when: a) the meal is a part of the event, such as when a guest speaker presents during the meal and, b) the amount is reasonable. (Provide receipt)

If an expense (e.g., registration, meal) is to be pre-paid by the College, submit only a Check Request and agenda.

History: Formerly 5.003 B