

ADMINISTRATIVE PROCEDURES

Title: OUT-OF-DISTRICT TRAVEL	Identification: 6.00
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	Effective Date: October 7, 2013
Authority: SBE 6A-14.0261 FS 112.061; 1001.64; 1001.65	Signature/Approval: Dr. Ken Atwater

PURPOSE

This procedure establishes guidelines for Out-of-District Travel Reimbursement. Out-of-District travel is defined as travel outside the boundaries of Hillsborough County, or when the travel involves more than one day.

PROCEDURE

Completing Required Forms

For all out-of-district travel the "Before the Trip" section of the Travel Expense Form (0-0-017, dated 8/24/12) is to be completed prior to the trip.

A copy of the approved Travel Expense Form must be submitted to the Accounts Payable section of the Accounting Department ten (10) business days prior to the trip date.

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.

All out-of-country (International) travel must be approved by the Director of International Education and the College President prior to the trip being scheduled.

Payment of Travel Expenses

Travel expenses can be paid in advance directly to the hotel or the vendor (for registrations) or they can be reimbursed to the traveler in a final reimbursement after the trip. The traveler is required to reconcile and make final settlement of all expenses within 10 business days after the trip. The traveler will only be reimbursed for official College business travel.

The Travel Expense 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 Expense 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 Accounts Payable section of the Accounting Dept. To return these funds, the traveler needs to provide the appropriate account numbers to the Bursar Office at the time of reimbursement.

The account numbers consist of the fund, department, subaccount and location numbers as shown on the initial Travel Expense Form used by the traveler.

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No receipt is required for an expense of \$25.00 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 or any non-college authorized person traveling.

Reimbursable Expenses

1. Per state Statute section 112.061, F.S. 1, the college will only reimburse the traveler for the most economical method and class of travel.

2. 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 per IRS regulations. Attach a print out from a broadly used map web site such as MapQuest or Rand McNally to verify the number of miles.

3. 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. 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. The college will only reimburse for one checked bag unless the traveler is presenting at a conference and is required to bring presentation materials.

4. Rental Car/Bus

If the purchase of the rental car, gas and/or bus expense is made using the traveler's personal funds, reimbursement will be processed when the out of district travel expense form and original receipt are sent to the Accounts Payable section of the Accounting Department.

5. Lodging

If lodging is obtained using the traveler's personal funds, reimbursement will be processed when the out of district travel expense form and original detailed hotel receipt are sent to the Accounts Payable section of the Accounting Department.

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6. Registration

If registration fees are purchased using the traveler's personal funds, reimbursement will be processed when the out of district travel expense form and original receipt are sent to the Accounts Payable section of the Accounting Department.

7. Meals

Meals are based upon actual dates and times of day the traveler departs and returns. No receipts are necessary. Meals included as part of the meeting or conference registration are not eligible for a per diem allowance. An agenda used to support the allowance for meals should be provided with the Travel Expense Form.

8. Tolls/Parking/Shuttle/Taxi

No receipt is necessary for tolls, parking, shuttle, or taxi expense under \$25.00.

9. Tips/Gratuities

- Tips paid to taxi drivers that do not exceed fifteen percent of the taxi fare.
- Tips paid for **mandatory** valet parking not to exceed \$1 per incident.
- Portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. Portage charges exceeding \$5 per incident will require additional justification. Examples of an incident will be if the traveler's bags are taken into the airport from the vehicle, then are carried from the airport to the vehicle upon reaching the destination, etc. The number of bags must be included on the travel reimbursement request.

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 within Hillsborough County. The Foreign Per-Diem is for travel outside the continental United States.

2. Travel Advances

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), the traveler can pay via p-card or submit a check request at least 10 business days in advance of the trip. No advances will be paid directly to the traveler without an advance exception form signed by the Budget Officer and the Chief Financial Officer.

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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.

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.

4. Reimbursement of travel expenses will be made via e-check to your payroll direct deposit account. If you do not have direct deposit, a paper check will be mailed to your home address.

History: Formerly 5.003 A