

## ADMINISTRATIVE PROCEDURES

<b>Title:</b> IN-DISTRICT TRAVEL	<b>Identification:</b> 6.01
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	<b>Effective Date:</b> October 7, 2013
<b>Authority:</b> SBE 6A-14.0261 FS 112.061; 1001.64; 110.65	<b>Signature/Approval:</b> Dr. Ken Atwater

### 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.

Report expenses on the In-District Travel Expense Form, 0-0-021 (04/07/11). This form must be received by the Accounts Payable section of the Accounting Department no later than 10 business days following the month when travel occurred. Report each month's expenses on its own form. In-district travel expenses may be submitted quarterly if the total reimbursement for the quarter is less than \$50.

If no hotel, conference, or registration fees are involved, trips to neighboring counties that occur during the workday *may* be reimbursed as local travel with supervisor approval.

No receipt is required for an expense of \$25.00 or less.

The traveler must use the most economical means of travel (most direct route). If the traveler uses an indirect route for his/her convenience, any extra cost must be borne by the traveler.

Reimbursable expenses are:

- 1) Registration fees paid out-of-pocket (provide receipt).
- 2) Parking, shuttle, taxi and tolls.
- 3) Mileage is based on the number of miles to and from the assigned work site. The traveler is expected to travel to the assigned work site before any travel to further points is calculated. Use the mileage chart on the travel web page located under the Finance section of the HCC website. For any point not referenced, use the most direct route and report total actual miles and attach a map print out from a broadly used map website (i.e. MapQuest, Rand McNally).

A meal is reimbursable within Hillsborough County when the meal is a part of the event, such as when a guest speaker presents during the meal.

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**History:** Formerly 5.003 B; updated 8/2013

