


PROCEDURE

Subject	Travel Authorization and Funding	Number: 1.29.01
Source	Office of Finance	Reference (Rule #) 6HX14-1.29
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PURPOSE:

To establish procedures and guidelines governing the travel of board members, employees and other authorized persons on official College business and the cost associated with such travel.

POLICY:

Purpose of Travel

All travel must be for performance of a public purpose authorized by law to be performed by the college.

Authorized Travelers

The following persons may be authorized to travel at the expense of the college:

- Members of the Board of Trustees.
- The president and other members of the faculty and staff of the college.
- Persons who are candidates for executive, administrative or full-time faculty positions at the college.
- Persons called upon by the college to contribute time and services as consultants, advisors or speakers.
- Students participating in approved student activities.

Definitions of Travel Terms

Official Headquarters - the city or town in which the regular work location of the traveler is located. When any otherwise authorized employee is stationed in any city or town for a period of over thirty (30) continuous workdays, such city or town shall be deemed to be the employee's official headquarters and he/she shall not be allowed travel reimbursement after the 30 continuous workdays has elapsed.

Travel Expense - the usual, ordinary and incidental expenditures necessarily incurred by a traveler.

Common Carrier - train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm, when authorized.

Travel Day - a period of 24 hours consisting of 4 quarters of 6 hours each.

Travel Period - a period of time between the time of departure to and time of return from travel.

Class A Travel - continuous travel of 24 hours or more away from official headquarters.

Class B Travel - continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C Travel - travel for short or day trips where the traveler is not away from official headquarters overnight.

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common carrier on a flight check or credit card, the charges in excess of the most economical class must be refunded by the traveler to the college.

When a rental vehicle is necessary, the traveler should obtain Collision Damage Waiver (CDW), but not the Liability Insurance Supplement (LIS). No 15 passenger vans should be rented. Reimbursement will consist of the rental amount and fuel with original receipts. Accidents should be reported to Risk Management as soon as possible for assistance with the claim.

The use of personal aircraft for College business is not permitted.

The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers shall be compensated at the rate per mile specified in Section 112.061, Florida Statutes.

Reimbursement for expenditures related to the operation, maintenance and ownership of a vehicle shall not be allowed when privately owned vehicles are used. All mileage shall be shown from point of origin to point of destination and shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the travel voucher.

The College does not assume liability for damage to personal automobiles used on College business and does not assume liability for deductibles or any other uninsured loss to the vehicle. Liability insurance protection will be provided as excess coverage only after the private owner's personal liability insurance limits are exhausted when the vehicle is used for business purposes.

The College will not reimburse parking or moving violation fines.

The president or his/her designated representative may grant monthly allowances for use of privately owned automobiles on official business within the district. Allowances will be determined based on the annual submission of typical month's travel indicating places and distances. No contract can be made between the College and any person in which a depreciation allowance is used in computing the amount due from the College to the individual for use of a privately owned vehicle on official business. No traveler shall be allowed either mileage or transportation expenses when they are gratuitously transported by another person, or when they are transported by another traveler who is entitled to mileage or transportation expense.

Other Expenses

The following incidental travel expenses of the traveler may be reimbursed:

- Taxi fares

- Ferry fares; bridge, road, and tunnel tolls

- Communication expense for college business

- Storage or parking fee

- Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the College. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the College in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary.

However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided herein.

Such expenditures shall be substantiated by receipts from the provider of the services.

Travel Authorization - Voucher - Report

All claims for reimbursement of travel expenses shall be made on a travel authorization voucher report. The travel authorization voucher report shall be signed by the traveler and the person who authorized the travel. The original copy of the travel authorization report, with all required r

Travel Voucher ó Mileage Log

This form should be used for campus to campus travel, travel to work site and monthly mileage ONLY.