

6Hx19-5.34 OFFICIAL COLLEGE TRAVEL

The purpose of this Board Rule is to establish Board policy governing official college travel by College authorized representatives and employees.

The following rules shall govern travel of Board members, employees, and other authorized persons and the payment of costs associated with such travel in accordance with Florida Statute 112.061. College representatives shall be reimbursed for reasonable travel expenses incurred while traveling in the performance of their official duties. Reimbursable expenses include: transportation, lodging, meals, and related incidental costs. Reimbursable expenses are subject to the limitations described in this Rule and internal College procedures.

Reimbursements for travel funded by Federal, State, special project, or grant funds shall be made in accordance with the project budget but will not exceed the limits established within this Rule.

1. Authority for Travel

Authorization for official travel by College representatives, when necessary for the effective operation and management of the College's educational programs and services, is at the discretion of the President.

- a. Advance written approval using a *Travel Approval Request* form must be obtained for travel outside the district and for attendance at conferences requiring a registration fee within the district. Traveling without proper authorization may result in the traveler losing contract rights, contract related insurance coverage and retirement benefits, and assuming the costs incurred in connection with the travel.
- b. Travel reservations, prepayment of registration fees, and the distribution of allowable subsistence advances will not occur without a properly completed and approved *Travel Approval Request* form.

2. Allowable Transportation Expenses

- a. Transportation costs for travel by common carrier, privately owned vehicle, or rented vehicle (when advantageous to the College) to conduct approved official College business shall be reimbursable.
- b. Reimbursement may be claimed for boat, ferry, and taxi fares; bridge, road, and tunnel tolls; and parking fees. Such expenses must be substantiated by appropriate receipts.
- c. Travel shall be by the most efficient and economical means available with

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reasonable accommodation for the time of the traveler, impact on the productivity of the traveler, cost of transportation, and subsistence required.

3. Allowable Living and Subsistence Expenses

Allowable living and subsistence expenses consist of those direct expenditures made by an employee in meeting necessary and reasonable existence needs while traveling on College business. Non-business expenses will not be reimbursed.

a. Travel Classifications: For the purposes of this Rule, travel by College representatives shall be classified as follows;

1. Class A - Continuous travel of 24 hours or more away from official headquarters.
2. Class B - Continuous travel of less than 24 hours which involves overnight absence from official headquarters or where an employee is traveling on consecutive days for the same function and elects not to stay overnight.
3. Class C - Travel for short or day trips where the traveler is not away from official headquarters overnight.

b. Class A and Class B Travel

A College representative traveling on official College business involving an overnight absence or traveling on consecutive days for the same function who elects not to stay overnight shall be reimbursed for subsistence in either of the following, for each day of such travel, at the option of the traveler:

- (1) Eighty dollars per diem. Per diem shall be reimbursed for each quarter, or fraction thereof, of the travel day included in travel period, OR
- (2) Actual expenses for lodging at a single occupancy rate (documented from such materials as pre-registration announcements and no greater than the average rates available to persons attending the meeting) with supporting receipts and meals at the rate of:

Breakfast.....	\$ 6.00
Lunch.....	\$11.00
Dinner.....	\$19.00

For travelers attending a function on consecutive days but electing not to stay overnight, meals shall be reimbursed based on the following schedule;

Breakfast – when travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch – when travel begins before noon and extends beyond 2 p.m.

Dinner – when travel begins before 6 p.m. and extends beyond 8 p.m.
or when travel occurs during nighttime hours due to special assignment.

No receipts are required for meals.

c. Class C Travel

College representative shall not be entitled to reimbursement for meals or lodging for this class of travel.

d. Miscellaneous Living and Subsistence Expenses

(1) Expenses incurred for storage of baggage, telephone calls on official College business, rental of equipment or temporary meeting facilities necessary to conduct official College business and special purchases essential for the fulfillment of the travel or work assignment are reimbursable.

(2) Miscellaneous expenses shall be itemized separately on the travel expense voucher and must be supported by appropriate receipts.

4. Advance and Direct Payment of Travel Expenses

Travel and related expenses shall generally be handled on a reimbursement basis. Registration fees and common carrier transportation charges may, however, be prepaid by the College. Travel advances and direct payment of travel related costs may be authorized by the College President or designee in accordance with Florida Statute 112.061 (12)(13).

5. Student Travel Provisions

a. Students approved by travel to represent the College at functions such as student activity and organization meetings and athletic events shall be governed by the terms of this Rule. The College reserves the right to further limit and restrict students from incurring any expenses, provided for in this Rule, deemed

nonessential to fulfilling the purpose of the travel.

b. Subsistence allowances for students approved for travel will be determined on an event by event basis by the College to provide greater opportunity for student travel

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within the budgetary constraints established for such activities.

Rule Adopted: 3/30/72; 8/16/73; 5/19/75; 8/25/75; 9/20/76; 7/9/79; 8/20/79; 11/19/79;
*8/17/81; +9/21/81; 12/16/85; 7/19/94; +7/16/96; 2/15/00; 11/16/04;
*6/20/06; 7/28/06; ■09/14/09

Effective Date: 3/30/72; 8/16/73; 6/9/75; 10/7/75; 10/24/76; 7/9/79; 8/20/79; 11/19/79;
+7/1/81; +7/1/81; 12/16/85; 10/01/94; +7/1/95; 2/15/00; 11/16/04;
*7/1/06; +7/1/06; ■09/14/09

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 112.061

Other References:

Law Implemented: Florida Statutes: 112.061; 1001.61(3);
1001.64(1)(2)(4)(5)(18)(43)(44); 1001.65(1)(3)(16)(25)

Proposer: Katherine M. Johnson, President

*Emergency Approval

+Retroactive Approval

■President's Cabinet Approval – Non-Substantive/Editorial