

6Hx19-5.34 OFFICIAL COLLEGE TRAVEL

The purpose of this Board Policy is to establish guidelines governing official college travel by Pasco-Hernando State College (College) authorized representatives and employees.

The following rules shall govern travel of District Board of Trustees (DBoT) members, College employees, and other authorized persons and the payment of costs associated with such travel in accordance with Section 112.061, Florida Statutes.

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, student activities, or grant funds shall be made in accordance with the project budget but will not exceed the limits established within this Rule.

Students approved to travel and represent the College at functions such as student activity and organization meetings, and athletic events shall also be governed by the terms of this Policy. 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.

Rule Initially Adopted: 3/30/72

Revision Dates: 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; 6/12/18; 6/16/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 112.061

Law Implemented: FS: 112.061; 1001.61(3); 1001.64(1)(2)(4)(5)(18)(43)(44); 1001.65(1)(3)(16)(24)