


PROCEDURE

Subject	Travel Authorization and Funding	Number: 1.29.01
Source	Office of Finance	Reference (Rule #) 6HX14-1.29
President's Approval/Date: 2/29/16		

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 traveler 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.
- **In-District Travel** - travel performed within the boundaries of the college district.
- **Out-of-District Travel** - travel performed outside the boundaries of the college district.
- **Out-of-State Travel** - travel performed outside the State of Florida.
- **Out-of-Country Travel** - travel outside the United States.

Authorization of Travel

All travel shall be authorized and approved in advance by the president or his/her designated representative. The authorization form shall clearly indicate the purpose of the travel and the benefit which will accrue to the college from the travel and be signed by the traveler's supervisor.

Foreign travel shall be approved by the Board, and such requests shall be made in advance of the travel.

Computation of Travel Time for Reimbursement

The travel day for Class A travel is calendar day (midnight to midnight). For Class B travel, the travel day is the same time as the travel period. For these classes of travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. A traveler shall not be reimbursed on a per diem basis for Class C travel, but receives a meal allowance.

No allowance shall be made for meals when travel is performed within the boundaries of the college district or immediate vicinity, except assignments of official business outside of the traveler's regular place of employment if travel expenses are approved.

Rates of Per Diem and Subsistence Allowance

Per diem and subsistence allowances shall be paid in accordance with Section 112.061, Florida Statutes.

Transportation

All travel must be by the usually traveled route to and from the approved destination. If a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses will be based only on such charges as would have been incurred by the usually traveled route. The approving authority must designate the most economical method of travel for each trip, keeping in mind the following conditions:

- The nature of the business;
- The most efficient and economical means of travel (considering time of the traveler, cost of transportation, and per diem or subsistence required);
- The number of persons making the trip, and the amount of equipment or material to be transported.

Transportation by common carrier, when on official business and paid for personally by the traveler, must be substantiated by a receipt. If transportation other than the most economical class is provided by a

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 receipts attached, shall be required for reimbursement.

The travel authorization voucher report may be in a form designed by the College and shall include, but not be limited to, provision for the name of each traveler, purpose of travel, period of travel, estimated cost to the College, and a statement of benefits accruing to the College by virtue of such travel. It shall also contain a certification to be signed by the traveler indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler and were necessary for the performance of official duties, and that there is no other source of reimbursement.

Advances

Normally, costs of travel are to be reimbursed to the traveler after the approved travel has been completed; however, the Board of Trustees or President may adopt policies to authorize advances in amounts not to exceed anticipated costs. Such policies shall provide for prompt return of overpayment upon completion of the travel.

Use of Credit Card

Employees traveling on College business must have a credit card for lodging, transportation (excluding air), food, and approved incidental expenses. The College will assist each employee in obtaining an American Express Corporate card for this purpose. Employees who do not wish to apply for an American Express card may use their own credit card for travel. Exceptions to this policy may be made for those individuals who do not have a credit card and are unable to secure one on their own, solely at the discretion of the College. Exceptions should be brought to the attention of the employee's supervisor well in advance of the anticipated travel date.

Employees Traveling With Students

Employees traveling with students are expected to use their own credit card (or College issued American Express Card) for students' approved travel expenses. Employees and students will be responsible for their own personal expenses not specifically reimbursable by the College.

Applicant Travel

The following positions will be eligible for applicant travel reimbursement:

- Director and above positions
- Faculty positions (full-time)

The College will normally pay airfare for a maximum of three applicants per position. Exceptions will be made by the appropriate Vice President in consultation with the Director of Human Resources.

Requests for applicant air travel are to be submitted by the Search Committee Chair to the human resources office, at least two-weeks prior to the on campus interview. The Travel Form for On Campus Interviews is located in the HR Forms file on the Human Resource website area.

Travel reimbursement will be paid to applicants under the following circumstances:

- The applicant is interviewed for a director and above position or a full-time teaching faculty position, and
- When required, the applicant has participated in the telephone interview screening process, and
- The applicant completes a Travel Authorization – Voucher - Report and returns the form along with receipts to Human Resources within 60 days of the interview date, unless otherwise authorized by the Assistant Director of Human Resources.

On-Campus interview travel arrangements are as follows:

- The human resources department at Manatee Community College will coordinate travel arrangements for applicants selected for on-campus interviews to include; coach airfare, hotel accommodations and car rental in accordance with the below requirements;
- Air travel is not normally made for residents of Florida; however, consideration may be given if in the best interest of the College with prior authorization.
- Car rental will be arranged for applicants traveling by air.
- Hotel accommodations will be arranged for applicants as necessary.

On-Campus interview reimbursement will be based on the following:

- Mileage for applicants will be reimbursed at the rate per mile specified in Section 112.061, Florida Statutes.
- Per Diem allowances for meals shall be paid in accordance with Section 112.061, Florida Statutes. The reimbursement period will be inclusive of the time of departure the day prior to the interview through the time of return on the day following the interview.

Student Travel

In addition to the policies and procedures stated above, student travel will be governed by the Student Travel Policies in effect at the time of the travel.

Prepaid Expenses

The College will prepay the following expenses, upon receipt of an approved Travel Authorization - Voucher – Report form and a properly completed requisition:

- Airline tickets
- Conference registration
- Mandatory hotel lodging guarantee

Prepaid items should be included on the Travel Authorization – Voucher – Report, properly noted as such.

Sales Tax Reimbursement

The College is a 501(c)(3) tax exempt entity, and as such, does not pay sales tax to vendors within the State of Florida. Therefore, sales tax should not be paid, and will not be reimbursed to any authorized traveler for purchases made within the State of Florida during the course of travel on College business. To avoid the tax, a sales tax exemption certificate should be presented for lodging and other taxable services (excluding meals) when traveling on company business.

PROCEDURE

Travel Authorization – Voucher – Report Form (Available in the Office of Human Resources)

Before Travel

Prior to travel, an authorized traveler must first complete the Authorization sections of the Travel Authorization-Voucher-Report Form. This includes Part A – Travel Information, Part B – Definitions, including Fund, Organization and Account to be charged, and Part C – Expenses - the Estimated (Total Travel) column. The traveler must sign on the #1 line of Part D – Certification. Traveler retains the goldenrod copy and forwards all remaining copies for signature approval to the area administrator, who in turn forwards to the area Vice President and the SPD Chair, if applicable.

The area Vice President (or last person signing in authorization) should forward the pink copy of the form to the Human Resources and return all other copies to the traveler to hold until travel is complete.

In order to process payments for advance registrations for conferences and/or airline tickets, traveler must complete paperwork as stated above, obtain all required signatures, complete a requisition and forward a copy of the approved travel form to purchasing. Requisitions will be processed into purchase orders only upon receipt of the approved travel form copy.

After Travel

Traveler completes the Actual (Reimbursement) column of Part C – Expenses, signs on the #2 line of Part D – Certification and completes the Report section of the Travel Authorization-Voucher-Report. If the actual travel exceeds estimated travel by ten percent (10%) or more, the area administrator must approve the difference by initialing and dating the Voucher Report section of the form.

The traveler retains the blue copy of the form, completes a general encumbrance, and forwards the white copy, a copy of the agenda (if applicable) and receipts supporting all expenditures for which reimbursement is requested to the College Cashiering Office. Mileage can be substantiated with Map Quest or similar documentation. The College reserves the right to refuse reimbursement in the absence of original receipts for expenses claimed.

The College Cashier will verify that expenses are in accordance with the above Policy and make adjustments, if required. The cashier will initial the form and forward it to the accounting office for payment.

Travel Voucher – Mileage Log

This form should be used for campus to campus travel, travel to work site and monthly mileage ONLY. The traveler should complete the Travel Information (Part A), Expenses (Part B), Log of Trips (Part C) and Certification (Part D) of the form, including the Fund, Organization and Account to be charged. Traveler retains the blue copy, completes a general encumbrance and forwards the remaining copy for signature approval to the area administrator, who in turn forwards the form to the area Vice President. The Vice President will forward the form to the College Cashiering Office.

The College Cashier will verify that expenses are in accordance with the above Policy and make adjustments, if required. The cashier will initial the form and forward it to the accounting office for payment.

Timeliness of Filing for Reimbursement

The Travel Authorization – Voucher – Report form should be completed within sixty (60) days of the completed travel and in no instance, beyond the end of the fiscal year in which the travel occurred. Travel crossing a fiscal year end should be reconciled immediately upon return and the reimbursement included in the fiscal year in which the travel began.

The Travel Voucher – Mileage Log should be filed on the first day of each month following any month in which travel occurred, and in no instance, beyond the end of the fiscal year in which the travel occurred.

Failure to file a timely report could result in the reimbursement being denied.

ACH – Direct Deposit

Direct deposit of travel reimbursements is available to any person traveling on behalf of the college. The ACH Direct Deposit Forms are available in the Bradenton Office of Finance from the Accounts Payable Clerk.

Out-of-Country Travel

In addition to the policies and procedures stated above, those persons traveling out of the country must complete an Approval of Request For Out-of-Country Travel Form in the Human Resources Office and must receive Board of Trustees approval prior to travel.

Revised Date: 2/29/16