

Travel Quick Reference

Pre-Approval Report / Travel Authorization (PA/TA) must be submitted prior to travel.

Expense Report / Travel Reimbursement (ER/TR) must be submitted within 60 days from the traveler's return date in order for encumbrance not to expire.

Types of Travel

In-district travel is travel within the five county areas we serve- Lee, Charlotte, Collier, Glades, and Hendry.

Out of district travel is travel outside the five county areas we serve and within Florida.

Out of state travel is travel outside of Florida.

International travel is outside of the United States.

Meals and Per Diem

Meal reimbursement is only for overnight travel and are not applicable to day trips. Meal amounts are mandated by the state, and receipts are not required. Meals provided by a hotel or included in a conference will not be reimbursable. Traveler is eligible for:

breakfast at \$6.00 if they leave by 6:00 am

lunch at \$11.00 if they leave by 12:00 pm

dinner at \$19.00 if they leave by 6:00 pm

Per diem is only applicable to the last day of travel and is based on the time the traveler returns home. Traveler is eligible for:

Quarter 1, \$20.00 if they return home between 12:01 am-6:00 am

Quarter 2, \$40.00 if they return home between 6:01 am-12:00 pm

Quarter 3, \$60.00 if they return home between 12:01 pm-6:00 pm

Quarter 4, \$80.00 if they return home between 6:01 pm-12 midnight

Common Expenses Paid by the College

Registration fees, hotel, airfare, and car rental are expenses generally paid by the college with a purchasing card (P-Card) or check request. Check requests must be submitted 7-10 business days before the check is needed.

Travel Advance

Travel advances are only available for student travel. Travel advance checks are made payable to the advisor/coach, and check requests must be submitted 7-10 business days before the check is needed. The advisor/coach is responsible for disbursing the funds and collecting signature/s from student/s certifying receipt of funds. Unused travel advance funds must be returned to the cashier's office within 10 days from the group's return date. The cash check receipt deposit form (BO-042) must accompany

the funds being returned. Notify the cashier's office to send you the deposit receipt as this will need to be attached to the travel reimbursement report.

Additional Information

- All travel reimbursement requires an approved Pre-Approval and Expense/Travel Authorization and Travel Reimbursement reports.
- Mileage reimbursement must be based on the shortest distance between the traveler's residence to destination and traveler's base campus to destination. Our mileage rate is 44.5 cents (0.445) per mile.
- Expense/s paid with P-Card, check request, or Purchasing Order are non-reimbursable expenses and must be listed as such.
- Expense/s over \$5.00 must be supported by a receipt, except meals.
- Expense/Travel Reimbursement reports require the following documents (except intercampus travel, some in-district travel, or per the budget administrator's request):
 - Agenda
 - Departure and return times
 - Receipts for all expenses, except for those less than \$5.00
 - Final itemized hotel folio, if applicable. For travel within Florida, ensure the traveler did not get charged taxes. If so, contact the hotel to get taxes removed, and provide our tax-exempt certificate
 - Additional documents as needed
- Tips may be reimbursed up to 15% of the total expense and must be supported by a receipt.