

Polk State College Procedure

Subject	Reference	Date	Number
Travel and Subsistence for Authorized Persons	F.S. 112.061 DBOT Rule 3.13	11/3/20	6049

I. Purpose

This document establishes the procedures governing travel, and the reimbursement of costs associated with such travel, for Polk State College employees, District Board of Trustees members, and other authorized persons in accordance with *Florida Statute 112.061*. All travel must demonstrate a College-business purpose.

II. Procedure

A. Pre-Travel Authorization

1. For in-district travel (i.e., travel to locations in Polk County), written pre-authorization is not required.
2. For out-of-district travel (i.e., travel outside of Polk County), written budget-head approval is required before travel expenses are incurred. In applying for travel, the individual must state the purpose of the travel and show that it is required for official College business. International travel requires prior approval by the College President.

B. Classification of Travel

1. *Class A Travel* is continuous travel requiring 24 hours (or more) away from official headquarters.
2. *Class B Travel* involves continuous travel of less than 24 hours that requires overnight absence from official headquarters.
3. *Class C Travel* involves travel for short trips or day trips that do not require overnight absence from official headquarters.

C. Reimbursement

1. Authorized personnel are granted the maximum reimbursement permitted by *Florida Statutes* for all travel expenses. The College President (or his or her designee) may reduce the applicable rate based on special circumstances.
2. Computation of Travel Reimbursements:
 - a. Per diem values, when no lodging expense is incurred, are determined by dividing the calendar day (midnight to midnight) into four quarters: Midnight to 6:00 a.m.; 6:00 a.m. to 12:00 noon; 12:00 noon to 6:00 p.m.; and 6:00 p.m. to midnight. Per diem is reimbursed for each quarter (or major fraction thereof) based on six-hour cycles beginning at the hour of departure from official headquarters. The hour of departure and hour of return must be shown for all travel.

- b. If lodging expenses are incurred, reimbursement for each meal allowance is included as noted below.
- c. For *Class C Travel*, authorized personnel shall not be reimbursed on a per diem basis or receive meal allowances for meals.
- d. The current reimbursement rates are as follows:

	STAFF	STUDENT*
Per Diem	\$80	NA
Breakfast Allowance	\$ 6	\$6
Lunch Allowance	\$11	\$10
Dinner Allowance	\$19	\$15
Mileage Allowance	\$.445 per mile	\$.445 per mile

***Note:** *Student reimbursement rates are approved by the Student Activities Board.*

- e. The value for a specific meal is reimbursed under the following conditions:
 1. Breakfast is reimbursed if the travel begins before 6 a.m. and extends beyond 8:00 a.m.
 2. Lunch is reimbursed if the travel begins before 12:00 noon and extends beyond 2:00 p.m.
 3. Dinner is reimbursed if travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or if the travel occurs during nighttime hours due to a special assignment.

3. Other Provisions

- a. All employees driving on behalf of Polk State College must possess a valid Florida driver license and adequate insurance coverage.
- b. When conventions, meetings, and other travel events require a number of employees to attend, joint travel in a single vehicle is required (whenever possible). The person furnishing transportation by private vehicle should list the names of all travelers in the car. An individual who accompanies a driver should give the name of the person being reimbursed for mileage in the mileage column when submitting travel compensation forms. The heads of College departments must designate a person to coordinate travel to follow this requirement. No traveler is allowed either mileage or transportation expenses when he or she is gratuitously transported by another person.
- c. All travel must be accomplished by the most economical route. If a person travels by an indirect route for his or her own convenience, any extra costs are the responsibility of the traveler and reimbursement is based only on the charges incurred by taking the most economical route.
- d. All mileage is computed from the point-of-origin to point-of-destination by MapQuest (or an equivalent web-mapping service) and documented by obtaining a printout of the mileage calculation.
- e. For authorized personnel who visit various locations on a single trip (i.e., local schools or businesses), *Inter-Campus Travel* and *Travel Reimbursement Request* forms are required for faculty and staff members. These forms must be approved by a member of President's Staff and can be found in the *Polk Information Essentials*

(PIE) portal in the *Forms* section under the *Business Office* folder. The forms provide structure and direction so that these types of trips can be easily calculated for reimbursement purposes. For a traveler claiming mileage to multiple locations that are not on the approved *Inter-Campus Travel Form*, a MapQuest calculation documentation (or equivalent web-mapping service) is required. A full-time employee who teaches courses or seminars at locations other than his or her official headquarters at the request of the College is reimbursed for mileage such that compensation is greater than the mileage normally traveled from the employee's home to the College campus.

- f. All taxi fares; train, bus, or airplane ticket stubs; registration receipts; charges for ferry rides, bridge crossings, or toll roads; storage or parking fees; and communication expenses may be claimed, but any one item exceeding \$10.00 must be supported by an original paid receipt.
- g. Reasonable tips for required services are allowable and reimbursable at the discretion of the traveler.
- h. Each traveler must plan to minimize airline fees. The traveler should check no more than one bag unless there are extenuating circumstances (e.g., presentation materials) and no overweight charges are permitted. Additional airline fees (e.g., early bird fees, preferred seating, and upgrades) are considered a personal preference and are not reimbursed.
- i. Each traveler is required to utilize the College's tax-exempt status when traveling within the State of Florida. If taxes are levied due to traveler negligence, Florida sales tax charged during travel is not reimbursable.
- j. An employee may be provided with a fixed monthly allowance for travel within the district when such travel is authorized and approved by the College President (or his or her designee) and when the employee's duties require fairly uniform amounts of travel each month. The College President is authorized to determine which College personnel are included in this category.
- k. An overnight traveler must use the most economical hotel (i.e., this applies to both in-state and out-of-state travel). The traveler should be prepared to justify situations in which the hotel costs appear excessive for the area.



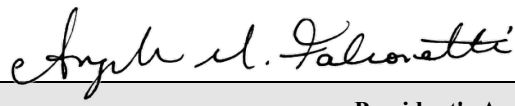
Note: *In determining whether a hotel rate is excessive, consideration is given to the geographic location and seasonal rate fluctuations.*

- l. Additional criteria that apply to travel include the following:
 - 1. The College requires that travel expenditures be made with the greatest possible economy and avoidance of any unnecessary travel.
 - 2. The College does not reimburse expenditures unless provided by law.
 - 3. Travel must include advance authorization by the College President or a designated representative.

History

Adopted: February 23, 1988

Revised: January 9, 2001; September 9, 2006; and November 3, 2020

	2020.11.03		2020.11.03
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			12/1/2020
President's Approval			Date