

Polk State College Procedure

Subject	Reference	Date	Number
Travel and Subsistence for Authorized Persons	Board Rule 3.13	9/19/06	6049

Purpose

To describe the travel and meal allowance reimbursement process.

1. Types of Travel:
 - a. Class A (Per Diem)
Continuous travel of 24 hours or more away from official headquarters.
 - b. Class B (Per Diem)
Continuous travel of less than 24 hours requiring overnight absence from official headquarters.
 - c. Class C (Meals)
Travel for short or day trips not requiring overnight absence from official headquarters. For Class C travel, authorized personnel shall not be reimbursed on a per diem basis nor shall they receive a subsistence allowance. *"For the 2006-2007 fiscal year only and notwithstanding the other provisions of this subsection, for Class C travel, a state traveler shall not be reimbursed on a per diem basis nor shall a traveler receive subsistence allowance. This paragraph expires July 1, 2007."*
2. Reimbursement:
 - a. All authorized personnel shall be granted the maximum reimbursement for all travel expenses permitted by Florida Statutes. The President (or designee) may reduce the applicable rate based on special circumstances.
 - b. Computation of per diem for Class A and B travel is determined by dividing the calendar day (midnight to midnight) into four quarters: Midnight to 6 a.m.; 6 a.m. to 12 noon; 12 noon to 6 p.m.; and 6 p.m. to midnight. Per diem is reimbursed for each quarter or major fraction thereof based on 6-hour cycles beginning at hour of departure from official headquarters. Hour of departure and hour of return must be shown for all travel.

A specific meal will be reimbursed when:

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

Lunch ----- when travel begins before 12 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 night-time hours due to special assignment.

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- c. Current rates are:

	STAFF	STUDENT
Per Diem	\$80	NA
Breakfast allowance	\$ 6	\$5
Lunch allowance	\$11	\$8
Dinner allowance	\$19	\$12
Mileage allowance	\$.445 per mile	\$.35 per mile*

*Student rates are approved by the Student Activities Board

3. Other Provisions:

- a. When conventions, meetings, etc., require a number of employees to attend, joint travel is required in a single vehicle whenever feasible. The person furnishing transportation by private car should list names of travelers in the car. Individuals accompanying another should give name of person being reimbursed for mileage, in mileage column. The heads of departments should designate person to coordinate this requirement.
- b. All train, bus or airplane ticket stubs, registration receipts, charges for ferry, bridge, toll roads, storage or parking fees and communication expenses may be claimed, but any one item exceeding \$10.00 (ten dollars) must be supported by a paid receipt.
- c. All mileage on out-of-town trips will be computed on the basis of [information from the Florida internet address http://www3.dot.state.fl.us/mileage/default.asp](http://www3.dot.state.fl.us/mileage/default.asp) whenever possible. A MapQuest printout or an odometer reading with address verification is also permissible. Travelers must calculate out to the third decimal point and round **down** to the nearest cent when calculating the allowable amount for mileage. **Example:** 15 miles at \$.445 would calculate out to \$6.675 and the amount to be paid to the traveler would be \$6.67.

For authorized personnel who visit various locations on a single trip (such as local schools or businesses), a “vicinity mileage chart” has been approved by President’s staff. This vicinity mileage chart will be shared with all employees so these trips can be easily calculated for reimbursement purposes. For travelers claiming vicinity mileage to multiple locations within the same city that are not on the approved “vicinity mileage chart”, an odometer reading or MAPQUEST documentation is allowed, but the odometer reading or MAPQUEST documentation must be shown as a separate item on the expense voucher. Full-time employees who teach courses and seminars at the request of the college at locations other than their official headquarters shall be reimbursed for mileage which is greater than mileage normally traveled from the employee’s home to the college campus.

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- d. A fixed monthly allowance for travel within the district by college employees is authorized when such travel has been approved by the President or designee and when employee duties require fairly uniform amounts of travel each month. The President is authorized to determine which college personnel are included in this category.

- e. Written justification will no longer be required by the Bureau of Auditing in all cases where hotel expenses for in-state travel exceed \$150 per night (room rate only). However, authorized travelers are reminded that the most economical use of hotel is required (both in-state and out of state travel). Travelers should be prepared to justify situations where hotel costs appear excessive for the areas in which the traveler is staying. **(NOTE: In determining whether a hotel rate is excessive, consideration should be given to geographic area and seasonal rate fluctuations.)**

- f. Additional criteria that apply:
 - 1. The greatest possible economy and the avoidance of unnecessary travel.
 - 2. No expenditures unless provided by law.
 - 3. Advance authorization by President or designated representative.

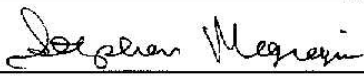
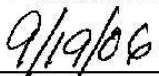




Attachments: Five (5)

- 1) In-County Travel Checklist
- 2) Out of County-SPD Travel Checklist
- 3) Faculty Campus-to-Campus Form
- 4) Staff Inter-Campus Form
- 5) Travel Reimbursement Form

History

Adopted: 2/23/88
Revised: 1/9/01; 9/19/06

Distribution: All Holders of PSC Procedures Manual
All PSC Employees

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date