



**POLICY: 6Hx28:5-08**

Responsible Official: Vice President, Business Operations and Finance

Specific Authority: 112.061, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 05-17-2007

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## Travel by Authorized Personnel

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### Policy Statement:

The President or designee shall establish a procedure detailing the authorization, reimbursements and processes relating to travel on behalf of the College. Said procedure will comply with all applicable Florida laws and rules.

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### Procedures:

- I. The official headquarters for Valencia College is defined as Orange and Osceola counties, which comprise the Valencia College District. The official headquarters for each College employee will be the campus or center listed in the employee's official Human Resource record.
- II. Approval for travel in order to attend a convention or conference, to represent the College at a business or professional meeting, to transact official business of the College, or to carry out professional responsibilities is obtained by forwarding through regular channels for approval the "Authorization for Travel or Absence from Campus" for assignment to temporary duty elsewhere.
  - A. Personnel planning to travel outside of the college district for the College should complete the form "Authorization for Travel or Absence from Campus" at least five (5) working days prior to the anticipated departure. This form must be approved by the direct supervisor, budget manager, and other designee (if applicable).
  - B. After completing the trip, reimbursement should be claimed in a timely manner within the fiscal year using the form "Per Diem Other Than Local Mileage Voucher" with receipts attached for each non per diem over \$5.00.
  - C. An employee may request advance payment to cover anticipated costs of travel on the "Authorization for Travel or Absence from Campus" form. Advance payment requests should be the minimum necessary to cover travel costs that cannot be made with another payment method (i.e. procurement card or check). If an advance payment is requested, the "Authorization for Travel or Absence from Campus" form must be received in the finance office at least ten (10) working days prior to the date of travel. Any employee

who receives a travel advance must complete a "Per Diem and Other than Local Mileage Voucher" form with receipts attached for each non per diem item over \$5.00 no later than thirty (30) days after returning from the trip.

- D. Any employee who does not submit their *Per Diem and Other than Local Mileage* with supporting documents within 30 days after returning from the trip forfeits the right to any future advances for one year from the date of official notification sent by the Vice President of Administrative Services or designee to the employee and employee's supervisor. After the one year suspension, an employee may receive a travel advance. If the employee again fails to submit supporting documentation within the 30 day after the travel advance procedure has been reinstated, the right to receive any future advances will be permanently revoked.

III. Persons Authorized to Travel:

- A. Any employee of Valencia College
- B. Students of Valencia College
- C. Consultants or advisors
- D. Members of the District Board of Trustees
- E. Others as authorized by the District Board of Trustees, the president, or a designee

IV. Travel Defined:

- A. Travel Day - A period of twenty-four (24) hours consisting of four (4) quarters of six (6) hours each
- B. Class A Travel - Continuous travel of twenty-four (24) hours or more away from official headquarters
- C. Class B Travel - Continuous travel of less than twenty-four (24) hours which involves overnight absence from official headquarters
- D. Class C Travel - Travel for short or day trips where the traveler is not away from his or her official headquarters overnight. No allowance shall be made for meals or lodging for Class C Travel.
- E. Foreign Travel - Travel outside the United States

V. Rates of Per Diem and Subsistence Allowance:

- A. The rate of per diem and subsistence allowance shall be in accordance with the limits prescribed by Florida Statutes.
- B. For foreign travel, the rate of per diem shall be in accordance with the Federal publication "Standardized Regulations (Government Civilians, Foreign Areas)"

published by the U. S. Department of State.

VI. Travel Reimbursement is Permitted for:

- A. Tourist flight or other common carrier. Travel shall be reimbursed via the most efficient and economical means. Airline or other common carrier tickets shall not be booked until confirmation is received that travel is approved and budgeted funds are available.
- B. Hotel/motel bills; taxi and limousine fare; ferry, bridge, road and tunnel tolls; storage and parking fees, and communication expenses not to include reimbursements for personal cellular telephone charges. Receipts are required for each item over \$5.00.
- C. The use of a personal automobile, requiring joint travel by personnel in a single vehicle whenever feasible, using state map mileage and vicinity mileage related to the specific purpose of the trip. Reimbursement shall be at the rate established by the District Board of Trustees within the limits prescribed by Florida Statutes.
- D. When using a rental car for college business, the employee should use one of the college's contracted providers, Enterprise Rent-A-Car or National Car Rental under contract #XD24488. (Enterprise is the parent company of National, so the contract number is the same for both entities.) Both vendors provide unlimited mileage, roadside assistance, and insurance coverage as part of the negotiated rate. In the event that an employee uses a car rental agency other than Enterprise or National, the traveler should obtain the additional insurance coverage, but will only be reimbursed the lesser of the Enterprise contracted rate or the actual amount paid.

Mileage is not reimbursed when using a rental car. However, travel reimbursement is permitted for gasoline used with the rental car. (Receipts are required for purchase over \$5.00). Traveler should be diligent in acquiring the most economical gas rate.

- VII. Travel reimbursement is not permitted for state sales tax, valet service, special entertainment, tips, or any item of a personal nature.
- VIII. Travel outside the contiguous states with staff and program development funds requires the documentation of the direct contribution and benefit of the travel and requires the approval of the president or designee.
- IX. Employees on approved college travel are not permitted to act as a pilot in a personally owned, rented, leased, or loaned aircraft.
- X. The registration fee of a convention, conference, or meeting may be allowed if an official receipt is attached to the request for reimbursement. A registration fee may be pre-paid when submitted on an approved general requisition form or paid with a procurement card.
- XI. When a meal or meals is included as a part of the registration fee, the meal allowance authorized will be deducted from the total reimbursement.

## XII. In-District Travel:

- A. In-District travel is defined as travel within Orange and Osceola Counties.
- B. Records of each trip on college business must be maintained by each employee authorized to claim local mileage allowance. An accurate report must be filed periodically and within the fiscal year in which the travel was commenced on the "In-District Travel Report" form. An employee required to use his or her personal automobile for college business is authorized to claim local mileage.
- C. Reimbursement for local mileage allowance shall be paid in accordance with the limits prescribed by Florida Statutes.
- D. All unnecessary travel shall be avoided. Further, joint travel by college personnel in a single vehicle is strongly encouraged whenever feasible.
- E. The employee's immediate supervisor or supervisor's designee shall approve the in-district mileage requests.
- F. The college will reimburse employees for authorized travel from one campus/site to another during the course of their work day (including any authorized tolls and/or parking expense) based on the College's official In-District Mileage Chart published on [www.valenciacollege.edu/accountspayable/documents/In\\_district\\_Mileage.pdf](http://www.valenciacollege.edu/accountspayable/documents/In_district_Mileage.pdf) (Local expressway toll charges will be reimbursed at the most economical rate (i.e. SunPass/E-Pass rate)).
- G. The college does not reimburse employees for commuting mileage from/to home to their official headquarters. However, when an employee travels directly from/to home to a location other than their official headquarters, they will be reimbursed any additional mileage that is incurred above the normal commute from home to work. If the mileage from home to the non-official headquarters is less than their normal mileage from home to work, no mileage reimbursement is payable.
- H. If an employee is required to work six (6) or more days in one work week (defined as Sunday through Saturday), the employee may claim mileage from home to their official headquarters or other temporary duty station assigned to them for the excess day(s). The requirement to work six or more days within the week is deemed substantiated by the approved "In-District Travel Report."
- I. When "home" is listed on a travel report, the employee must list their home address on the face of the report. A map printout (such as from MapQuest) for locations not listed on the In-District Mileage Chart should be attached to the "In-District Travel Report" to expedite the processing of travel reimbursement.
- J. The form, "In-District Travel Report" will be used for applying for reimbursement for all local travel including toll charges and parking expenses. Receipts will not be required for meter parking or local expressway toll charges; however, these items must be identified on the travel report form.

K. When prior written approval is given by the President or his designee, a candidate for a faculty, professional, or administrative position may be paid travel expenses.

L. Student Travel:

1. All authorized student travel will be budgeted and charged to the appropriate budget. Travel for advisors accompanying any such group will be charged to the same budget.
2. Mileage or per diem will not be paid for field trips.

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**Related Documents/Policies:**

None

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**Policy History:**

Adopted 12-11-74; Amended 8-18-76; Amended 8-17-77; Amended 7-18-79; Amended 6-18-80; Amended 1-19-83; Formerly 6Hx28:7-12; Amended 11-18-92; Amended 2-18-98; Amended 5-15-01; Amended 7-17-01; Amended 06-21-05; Amended 05-15-07; Formerly 6Hx28:07-25

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**Procedure History:**

Adopted 11-18-92; Amended 5-15-01; Amended 7-17-01; Amended 06-21-05; Amended 05-17-07; Amended 3-30-09; Amended 12-4-12; Formerly 6Hx28:07-25