



### QUICK CHECKLIST (FORM FA-33)

- Complete this digital form completely and correctly (do not handwrite)
- Clearly indicate if an advance is requested (Advance may not include lodging or airfare)
- Include all Index and Account Numbers with corresponding amounts
- Attach any check requests for checks needed to pay vendors
- Attach ALL SUPPORT DOCUMENTS including but not limited to (if you receive written permission from your supervisor to attend event/conference, you may begin using P-Card for reservations, ex. email):
  - Hotel confirmation
  - Airline itinerary & receipt
  - Conference or Event registration
  - Agenda/itinerary for Conference or Event
  - Any & all receipts relevant to travel
  - Total mileage and route details if Out-of-District
  - MapQuest printouts (Actual map not needed ONLY ROUTES are necessary, maps are not needed for campus to campus travel)

**PLEASE NOTE:** The College will only reimburse the most economical means of travel.

**PLEASE NOTE:** If a registration fee is paid, In-District mileage can also be included on this form (be sure to deduct your normal commute).

- Obtain ALL required signatures:
  - Traveler, Sign, Print, Date
  - Direct Supervisor, Sign, Print, Date
  - Other Designee (IF APPLICABLE), Sign, Print, Date on all Index and Account Lines
  - Budget Manager, Sign, Print, Date on all Index and Account Lines

**PLEASE NOTE:** Keep all forms together when obtaining signatures

- Submit this form to Accounts Payable at DO-330 for processing at least 5 days PRIOR to travel, or 2 weeks PRIOR to travel if a cash advance is requested

### AUTHORIZATION FOR TRAVEL (FORM FA-33) INSTRUCTIONS

#### STEP 1: COMPLETE TRAVELER & TRIP INFORMATION:

- Traveler's name
- If employee is traveling with students, include a list of students
- Traveler's VID# & Mail Code
- Destination City & State
- Departure & Return Date

**PLEASE NOTE:** If you are flying, you are allowed a 2 hour grace period before your flight time and a 1 hour grace period after your arrival time. (This will affect your meals)

- Departure & Return Time
- Date Conference/Convention Begins & Ends
- Time Conference/Convention Begins & Ends
- Brief Description & Reason for Trip
- If expenses are to be paid by a source other than Valencia, indicate source. Some examples are:
  - o Grant funding
  - o Conference paying for travel or lodging
  - o Your personal funds

#### STEP 2: COMPLETE THE PER DIEM SECTION OR SINGLE ROOM RATE & MEALS SECTION:

- Complete the Per Diem Section OR the Single Room Rate & Meals Section for lodging expenses
- If completing the Per Diem Section, list the number of days that you are requesting reimbursement. You will receive a flat rate of \$80.00 in reimbursement in lieu of ACTUAL cost of lodging and meals. This section is only completed if your lodging and meals are less than \$80.00 per day.
- If completing the Single Room Rate & Meals Section:

- Indicate the payment method, either:
    - Traveler to Pay: You are using personal funds to cover the cost, you will provide an itemized receipt for all expenses, and you will be reimbursed after the trip is complete
    - P-Card: You are using your P-Card for the purchase, you will provide a P-Card transaction ID# on your Per Diem, and you will provide an itemized receipt
    - Check Request: You are requesting a physical check to pay for the hotel fees, the check will be issued to the hotel (not the traveler), and a completed check request form must be attached listing the hotel name and hotel VID#
  - If paying with a check, determine if the hotel has been set up as a vendor by searching for the hotel name and location in the Banner FOAIDEN form.
  - If hotel vendor is in Banner, submit Check Request Form (found under Valencia Forms under the Employee tab in Atlas) and hotel confirmation.
  - If the hotel vendor is not in Banner, complete a Vendor Profile and request a signed W-9 from the vendor. The Vendor Profile can be found at [valenciacollege.edu/procurement/documents/SubstituteW9.pdf](http://valenciacollege.edu/procurement/documents/SubstituteW9.pdf) and should be completed and submitted to Procurement. Once the vendor has been set up, submit a Check Request Form found in Atlas under the Employees tab in the Valencia Forms link.
  - Indicate the number of nights & the per night room rate
  - Calculate the number of meals if applicable.
- You are only able to claim meals if you are attending an overnight conference.** Meals are based on your departure and arrival times:
- Breakfast allowed: If depart before 6 a.m.  
If return after 8 a.m.
  - Lunch allowed: If depart before 12 noon  
If return after 2 p.m.
  - Dinner allowed: If depart before 6 p.m.  
If return after 8 p.m.

**STEP 3: ESTIMATE TRANSPORTATION COSTS:**

- Indicate the payment method, either:
    - Traveler to Pay: You are using personal funds to cover the cost, you will provide an itemized receipt for all expenses, and you will be reimbursed after the trip is complete
    - P-Card: You are using your P-Card for the purchase, you will provide a P-Card transaction ID# on your Per Diem, and you will provide an itemized receipt
    - Check Request: You are requesting a physical check to pay for the transportation fees, the check will be issued to the vendor (not the traveler), and a completed check request form must be attached listing the vendor name and vendor VID#
  - Indicate type of travel, either airplane, bus/van, or personal vehicle
  - If driving private vehicle, this means that you are driving your personal vehicle. Please specify the estimated miles you expect to drive, attach estimated routes with mileage, and list the driver's name and passenger names. D.O.T. is for the Department of Transportation, [www2.dot.state.fl.us/CityToCityMileage](http://www2.dot.state.fl.us/CityToCityMileage) and you can use their estimated mileage without having to provide routes as support documents.
- PLEASE NOTE:** You can claim mileage to and from the airport.
- PLEASE NOTE:** If registration fee is paid, you can include in-district mileage on this form with support documents
- Rental car must be approved in advance by budget manager and included in the *miscellaneous section*.

**STEP 4: ESTIMATE REGISTRATION COSTS:**

- PLEASE NOTE: If you are attending a Valencia sponsored conference or event and NOT using SPD funds, an internal budget transfer will need to be done by Chris Kretchik to pay for your registration fees. Please contact Chris Kretchik at ext. 3304 for assistance with this.**
- Indicate the payment method, either:
    - Traveler to Pay: You are using personal funds to cover the cost, you will provide an itemized receipt for all expenses, and you will be reimbursed after the trip is complete
    - P-Card: You are using your P-Card for the purchase, you will provide a P-Card transaction ID# on your Per Diem, and you will provide an itemized receipt
    - Check Request: You are requesting a physical check to pay for the registration fees, the check will be issued to the vendor. A completed check request form must be attached listing the vendor

name and vendor VID#. If the traveler pays for the registration fees in advance using personal funds, a check request can be submitted with a payment receipt to reimburse the traveler for registration expenses.

- **SPD Funds:** If SPD funds are being used, indicate the amount in the charge to section and send to Annelle Rosemayer at mail code 3-33. Approval is needed by the SPD Department and they may require additional paperwork.

If paying with a check, determine if payee has been set up as a vendor by searching for the name in the Banner FOAIDEN form. If payee is not in Banner, complete a Vendor Profile and request a signed W-9 from the vendor. The Vendor Profile can be found at [valenciacollege.edu/procurement/documents/SubstituteW9.pdf](http://valenciacollege.edu/procurement/documents/SubstituteW9.pdf) and should be completed and submitted to Procurement. Once the vendor has been set up in Banner, submit a Check Request form found in Atlas under the Employees tab in the Valencia Forms link.

**STEP 5: ESTIMATE MISCELLANEOUS COSTS:**

- Include car rental costs in this section AND Indicate payment method (if applicable)
- List any other anticipated expenses, such as taxi or shuttle fare, parking, etc.

**STEP 6: INDICATE ANY MEALS PROVIDED BY THE REGISTRATION FEE TO BE SUBTRACTED**

**STEP 7: INCLUDE ADVANCE REQUESTED AMOUNT (IF APPLICABLE)** (Advance may not include lodging or airfare)

**STEP 8: INCLUDE INDEX AND ACCOUNT INFORMATION WITH AMOUNTS**

- If charging more than one Index or Account, indicate the dollar amount by each index and account. (Total dollar amount for each index/account must equal the "Total Estimated Costs" listed on the form).

**STEP 9: ATTACH SUPPORT DOCUMENTS INCLUDING BUT NOT LIMITED TO** (if you receive written permission from your supervisor to attend event/conference, you may begin using P-Card for reservations, ex. email)::

- Hotel confirmation
- Airline itinerary & receipt
- Conference or Event registration
- Agenda/itinerary for Conference or Event
- Any & all receipts relevant to travel
- Total mileage and route details if Out-of-District
- MapQuest printouts (Actual map not needed ONLY ROUTES are necessary)

**PLEASE NOTE:** The College will only reimburse the most economical means of travel.

**PLEASE NOTE:** If a registration fee is paid, In-District mileage can also be included on this form.

**STEP 10: TRAVELER SIGN, PRINT, AND DATE FORM**

**STEP 11: DIRECT SUPERVISOR SIGN, PRINT, AND DATE FORM**

- Obtain signature from traveler's supervisor indicating authorization to travel and/or conduct College business out of district (Approved by Supervisor line).

**STEP 12: BUDGET MANAGER SIGN, PRINT, AND DATE FORM & ANY OTHER AUTHORIZED SIGNATURES**

- Obtain signature(s) from the budget manager(s) of index (es) to which travel expenses will be charged.
- REMINDER:** If using SPD funds, send form to Annelle Rosemayer mail code 3-36.
- Obtain signature from other designees **if applicable**.

**STEP 13: SEND COMPLETED FORM AND ALL SUPPORT DOCUMENTS TO ACCOUNTS PAYABLE MAIL CODE, DO-330**

## **AUTHORIZATION FOR TRAVEL OR ABSENCE FROM CAMPUS GUIDELINES (FORM FA-33)**

### **PURPOSE**

This form is submitted to request prior approval:

- To conduct official College business outside of Orange and Osceola counties
- To use College funds to pay for out-of-district travel expense
- To ensure that the department budget has the funds available to cover the estimated travel costs
- To 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 outside employee's normal job duties ("in-district")

### **PERSONS AUTHORIZED**

Personnel entitled to out-of-district (outside of Orange and Osceola counties) travel reimbursement or In-district registration fees include:

- Employee (full or part-time) of Valencia College
- Student of Valencia College
- Consultants or advisors to Valencia College
- Members of Valencia's District Board of Trustees
- Others as authorized by the District Board of Trustees, the President, or a Designee

### **WHEN SHOULD YOU SUBMIT THIS FORM**

- Submit completed form, with all required signatures:
  - Direct Supervisor
  - Budget Manager
  - Traveler
  - Other designee (IF APPLICABLE)

To the Accounts Payable Department (DO-330) at least five **(5) WORKING DAYS prior** to anticipated departure date if **not** requesting an advance travel check. If using SPD or grant funds, please submit this form at least **(10) WORKING DAYS prior** to anticipated departure date.

### **TRAVEL ADVANCES**

- Submit completed form requesting travel advance, with all required signatures, to the Accounts Payable department (DO-330) at least ten **(10) WORKING DAYS prior** to the date of travel. If you are requesting an advance and using SPD or grant funds, please submit this form to the appropriate department at least **(15) WORKING DAYS prior** to anticipated departure date.
- Travel advance funds requested to cover anticipated costs of travel should be the minimum amount necessary to cover travel costs that cannot be made with another payment method (i.e. procurement card or check), and **CANNOT INCLUDE LODGING OR AIRFARE.**
- An employee who requested a travel advance must return a completed Per Diem and Other than Local Mileage Voucher with all related receipts supporting the advance to Accounts Payable (DO-330) **WITHIN THIRTY (30) DAYS AFTER THE TRIP.**
  - Any employee who does not submit their Per Diem and Other than Local Mileage Voucher with supporting documents within 30 days after returning from the trip forfeits the right to receive any future advances for one year from the date of official notification by the Vice President of Operations and Finance or designee.

### **STUDENT TRAVEL**

For student travel requirements, please refer to the Student Club and Organization Manual at [valenciacollege.edu/studentdev/clubs/](http://valenciacollege.edu/studentdev/clubs/)

## **OTHER RESOURCES**

For additional information, please refer to:

- Valencia Travel Policy 6Hx28: 5-08 *Travel by Authorized Personnel* at [valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=127&volumeID\\_1=5&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=127&volumeID_1=5&navst=0)
- Accounts Payable website at [valenciacollege.edu/accounts payable/](http://valenciacollege.edu/accounts payable/)
- Please present the Valencia Certificate of Exemption to claim tax exemption. Sales tax is not reimbursed [valenciacollege.edu/accounts payable/documents/TaxExemptionForm.pdf](http://valenciacollege.edu/accounts payable/documents/TaxExemptionForm.pdf)

## **IMPORTANT NOTES**

- Travel must be via the most efficient and economical means.
- Travel reimbursement is not permitted for Florida state sales tax, valet service, special entertainment, tips and gratuities, personal telephone calls, or any item of a personal nature.
- Approved by the College Operations Council on April 11, 2012, the following expenses are items that are considered to be of a personal nature, and will not be reimbursed:
  - Early Check-in Fees
  - Business or first-class upgrades
  - Aisle, window seat, or additional legroom fee
  - Travel Insurance for domestic and Canadian travel
  - Any type of personal preference that is not a required fee
  - A seating fee will be considered required *if* at the time the flight is booked, preferred seating is the *only available option* which should be documented by attaching a seat assignment to the payment method
- If travel expenses are NOT being funded by the College (personal funds/outside funds) and you are requesting no reimbursements, keep the Authorization for travel within the Department.
- **PLEASE NOTE:** To protect your P-Card and prevent any fraudulent charges, please ONLY submit documentation to Accounts Payable with the last four digits of your P-Card. DO NOT list your entire P-Card number or any security information.